

Chapter 4

WORKSHEET

I. Tick (✓) the right option.

1. A structure of vertical columns and horizontal rows with a cell at every intersection is called a:
(a) Figure (b) Table
(c) Screenshot (d) Slide
2. Creating one large cell from two or more cells refers to known as:
(a) Merging (b) Inserting
(c) Copying (d) Moving
3. To add/delete a row or column anywhere in the table is known as:
(a) Drawing (b) Modifying
(c) Inserting (d) Resizing
4. Which of the following shortcut keys should we use to move a table?
(a) Ctrl + X (b) Ctrl + S
(c) Ctrl + X, Ctrl + V (d) Ctrl + S, Ctrl + V
5. Top row in the table is kept as a:
(a) Table header (b) Table row
(c) Table column (d) None of these

II. Fill in the blanks.

1. A table can consist of _____ rows and _____ columns.

2. A table can be _____ from one location to another location along with its content.
3. Making a table smaller or bigger as per your requirement is called _____ a table.
4. Converting the text of a merged cell into the title refers to _____.
5. Splitting a table into two parts means _____ it.

III. State whether true (T) or false (F).

1. A table is a structure of vertical columns and horizontal rows.
2. You cannot modify a table by adding a row or a column.
3. You can merge cells row-wise or column-wise.
4. Cut and Paste is used to resize a table.
5. Each cell in a table can contain text or graphics.