STD VI   Marks:20

Time : 30mns

COMPUTER APPLICATIONS

Question I

Fill in the blanks: [6]

1. A --------- is made up of horizontal rows and vertical columns.

2. ------------ help us organise and present information in an effective manner.

3. To select the entire table , click on the ------------- at the top left corner of the table.

4. We can modify the structure of a table by inserting ----- and ----------.

5. To merge cells use ---------- group in the ------------- tab of -------- menu.

6. Use the ------------- option to adjust the table cells according to the contents.

Question II

Answer the following:

1. What are the tabs under Table tools menu?   [1]

2. How can you select a part of the row by using mouse?   [1]

3. Write down the name of the group used to insert rows and columns in a table.   [1]

4. Which group is used to change the row height and column width?   [1]

5. Write down the steps to enter data in a table.   [1]

6. Write down the name of the tab and option used to insert a table.   [1]

7. Write down all the options under select arrow.   [2]

8. How can you split cells by using mouse?   [2]

9. Write down the steps to resize a table.   [2]

10. Write down the options under delete arrow.   [2]

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