

St. Andrews Scots Sr. Sec. School

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2022-2023– Worksheet

Class V Subject: Computers Topic Creating Tables in Writer Worksheet No:4

Q.1 Fill in the blanks :

1. A _____ is an arrangement of text in the form of columns and rows.
2. _____ refers to the process of combining two or more cells into one cell.
3. You can also split a cell by clicking on _____ button
4. To change the alignment of the text in a table _____ is used.
5. To convert text into a table select _____ option from Table Menu.

Q.2 State True or False

1. A table consists of data in a tabular form ()
2. The horizontal lines are called columns. ()
3. The intersection of a row and a column is called a cell. ()
4. Table Icon is available in Formatting toolbar. ()
5. Table menu helps to insert Table . ()

Q.3 Answer in one word:

1. Which keys are pressed to move the cursor in the four directions: Left, Right, Up and Down

Ans. _____

2. Which key is pressed to move to the adjacent cell ?

Ans: _____

3. Name the keys pressed together to bring the cursor one cell back.

Ans: _____

Q.4 Guess the tool.

1. I am used for merging cells. _____
2. I am used to divide a cell into two cells. _____
3. I am used to align text from the top in the table. _____
4. I am used to insert a new column in a table. _____
5. I am used to automatically set size of row & column. _____