

ST. ANDREWS SCOTS SR. SEC. SCHOOL
9th Avenue, I.P. Extension, Patparganj, Delhi-92
Session 2024-25

Chapter – 3 #More on Word 2019

Class IV

Subject : Computers

★ **Double Tap**

Match the following-: (Do it in your notebook also)

1. b- Insert table
2. c- Insert Rows Above
3. d- Insert Columns to the left
4. a- Delete Table

A. Choose the correct option.

1. Which of the following provide images online pictures in our document?

ANS- c) Bing Image Search box

2. Which of these is an arrangement of data in vertical columns and horizontal rows?

ANS- d) Table

3. Which of the following tab is used to style the table?

ANS- d) Design tab

4. Which of the following command is used to break a cell into multiple cells?

ANS- a) Split

B. Fill in the blanks with the correct words.

1. **Columns** are the vertical sections of the table.
2. **Pictures** command is present in the Illustration group.
3. Shapes command is present under the **Insert** tab.
4. **Merge cells** command is used to combine two or more cells.

C. Tick the correct ones and cross the wrong ones.

1. You can insert rows or columns in a table from Table Tools.
2. Cells are the individuals squares in a table.
3. Only two cells can be merged into one cell.

4. Shapes cannot be resized after drawing. ☒
5. In word, you can split a cell only once. ☒

D. Answer the following.

Q1. What is the use of Shapes command?

ANS1. This command is used to draw shapes, it has different types of shapes, like Lines, Rectangles, Basic Shapes, Block Arrows, Flowchart, Stars and Banners, and Callouts.

Q2. What is a WordArt?

ANS2. WordArt is a special effect in Word to change the appearance of the text.

Q3. How can you insert an online picture?

ANS3. Step 1: Click on the Insert tab.

Step 2: Click on the drop-down arrow and select Online Pictures option.

Step 3: Type a word in Bing Image Search box.

Step 4: Select the picture you want to insert.

Step 5: Click on the Insert button.

Q4. Write the steps to delete rows or columns from a table.

ANS4. Step 1: Select the rows or columns which you want to delete from the table.

Step 2: Click on Layout tab.

Step 3: Click on Delete drop-down arrow.

Step 4: Select the desired option.

★ Scratch your Brain

1. Name the text alignment:-

- a)- Top left alignment
- b)- Top centre alignment
- c)- Top right alignment

2. Competency based/ application based question -:

- a) Step 1: Click on the Insert tab.
Step 2: Click on the drop-down arrow and select This Device option.
Step 3: Browse to the location of the screenshot
Step 4: Select the screenshot
Step 5: Click on Insert button Pen drive
- b). Insert tab, Pictures command

.....