

St. Andrews Scots Sr. Sec. School

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Session: 2021-2022 – Worksheet (ANSWER KEY)

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

Q.1 Fill in the blanks :

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

Q.2 State True or False

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

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. Arrow keys are pressed to move in the four directions: Left, Right, Up and Down.
2. Which key is pressed to move to the adjacent cell ?
Ans: Tab key is pressed to move to the adjacent cell.
3. Name the keys pressed together to bring the cursor one cell back.
Ans: Shift and Tab keys pressed together bring the cursor one cell back

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.

Merge Cells

Split Cells

Align-Top

Insert

Table Properties