DELHI PUBLIC SCHOOL, JAMMU
SESSION 2017-2018
ASSIGNMENT L-6(WORKING WITH TABLES)

CLASS: V   **SUBJECT:-COMPUTER**

SECTION A

Q1. Multiple Choice Questions:

1. We can insert pre-designed table using the _____option.
   a) Quick Tables   b) Insert Table   c) Draw Tables
2. To select a word _____ on the word
   a) Double Click   b) Triple click   c) Single click
3. Press _____ key combination to delete the selected row and column from the table.
   a) Ctrl +Del   b) Shift + Del   c) Alt + Del
4. _____ handle is used to move a table.
   a) Table move   b) Table resize   c) Drag
5. To select a paragraph _____ on the paragraph.
   b) Double Click   b) Triple click   c) Single click

SECTION B

Q2. Very Short Answers:-

1. What is Table resize handle ?
2. What is merging ?
3. What is table?
4. What is cell?

SECTION C

Q3. Short Answers:-

1. How can we select the entire table?
2. What do you mean by table styles? Write the steps to apply table styles.
3. Differentiate between splitting and merging of cells.

SECTION D

Q4. Long Answers:-

1. How can we insert row or column in a table?
2. What are the three options displayed by Autofit dropdown menu? Explain.