

Part-3
Class-5
Text questions
Chapter-3 : Tables In MS Word 2007




Multiple Choice questions

Page-37

1. A ____ is made of rows and columns.
(a) file **(b) table** (c) clip Art
2. Each individual rectangle in a table is called ____.
(a) row (b) Column **(c) cell**
3. A small square at the right corner of the table is ____.
(a) Table Move (b) Table Delete **(c) Table resize**

Exercises

A. Multiple Choice Questions

1. Tables group is present in ____ tab.
(a) Insert (b) Symbols (c) Header & Footer
2. A rectangular intersection of row and column is called a ____.
(a) table **(b) cell** (c) border
3. Table Move handle
(a)  **(b)**  (c) 
4. Formula command and is present in ____ group.
(a) Merge (b) Table **(c) Data**

B. Match the following

Ans. Given in answer sheet

C. Quiz

- Q1. Name the command used to insert a blank row above the selected row.
- Q2. Which option is used to do mathematical calculation in MS Word?

D. Very Short Answer Questions

- Q1. Which key is used to move to the next cell?
- Q2. What is a row and column?

E. Short Answer Question

- Q1. Write the steps to merge cells of your table.
- Q2. What are Table Styles?

F. Long Answer Questions

- Q1. How do you insert a table in your document?
- Q2. Write the steps to solve simple expressions.