



Rudra The Practical School
Worksheet -1(Lesson 2)
Sub – Computer

Name: T. C.

Class: 6th

Date -

Div -

Q1) Fill in the Blanks.

1. Microsoft Word is a widely used word processing application.
2. A table is a combination of intersecting rows and columns.
3. The mail merge tool enables sending documents to multiple recipients.
4. In Word, tables are created using the Insert tab.
5. Data in a table is stored in cells.
6. To move to the next cell, you can press the tab key.
7. A grid of cells appears when using the grid method.
8. You can shift the cursor up and down using the arrow keys.
9. The insert Table dialog box helps specify number of rows and columns.
10. The smallest column width in a Word table is 0.58 inches.

Q2) True or False.

1. Tables can only be used to store text. – False
2. The Insert tab contains options for creating tables. – True
3. You can use the mouse to select an entire row. – True
4. Triple clicking inside a cell selects the entire column. – False
5. Tables help organize data systematically. – True
6. You cannot modify a table once it's created. – False
7. The Mail Merge feature is used to format tables. – False
8. The Table Grid method allows quick table creation. – True
9. You can press Shift + Tab to move to the previous cell. – True
10. Data in a table is stored in paragraphs. – False

Q3) One Word Answer.

1. Which tab is used to insert a table? – Insert
2. What stores data in a table? – Cell
3. key to move to next cell – tab

4. Tool for sending documents to multiple recipients
5. Key combination to move to the previous cell
6. Which key moves the cursor upward?

– Mail Merge
– Shift+Tab
– Up Arrow

7. What appears when you click the Table button?
8. What helps structure data in rows and columns?

– Grid
– Table

9. Word processor discussed in the lesson

– Microsoft Word

10. What selects the whole table?

– Table Handle

Q4) Choose the Correct Answer.

1. Tables are created using which tab?

a) Home b) Insert c) Design d) View

Answer: b) Insert

2. Data in a table is stored in:

a) Pages b) Rows c) Cells d) Paragraphs

Answer: c) Cells

3. Which tool is used to send personalized documents to many people?

a) Mail Merge b) Table c) Grid d) Column

Answer: a) Mail Merge

4. Which key moves to the next cell?

a) Shift b) Enter c) Tab d) Esc

Answer: c) Tab

5. Which is not a part of a table?

a) Cell b) Row c) Paragraph d) Column

Answer: c) Paragraph

6. To insert a table using dialog box, which option is selected?

a) Format Table b) Design Table c) Insert Table d) View Table

Answer: c) Insert Table

7. Smallest width of a column is:

a) 0.2 inch b) 0.3 inch c) 0.5 inch d) 1 inch

Answer: c) 0.5 inch

8. How do you select a row?

a) Click on it b) Move mouse to left and click c) Double click d) Press Tab

Answer: b) Move mouse to left and click

9. Which action selects a whole column?

a) Click inside cell b) Triple click c) Move mouse over top d) Press Shift

Answer: c) Move mouse over top

10. Table Move Handle helps select:

a) one cell b) one column c) Entire table d) one row

Answer: c) Entire table

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