



# Rudra The Practical School

## Worksheet -2 (Lesson 2)

### Sub – Computer

Name: \_\_\_\_\_

Class: 6<sup>th</sup>

Date - \_\_\_\_\_

Div - \_\_\_\_\_

#### Q1) Odd One Out.

1. Row, Column, Paragraph, Cell
2. Insert, Design, Format, Table
3. Up Arrow, Tab, Left Arrow, Down Arrow
4. File, Home, Insert, Column
5. Cell, Data, Table, Chart
6. Mail Merge, Email, Font, Letter
7. Select, Move, Highlight, Merge
8. Click, Scroll, Type, Paint
9. Dialog box, Table grid, Border, Picture
10. Shift, Enter, Tab, Cell

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#### Q2) Riddles.

1. I live in a grid, formed by rows and columns, and store data inside me. What am I? \_\_\_\_\_
2. Use me to make your message personal for many. Who am I? \_\_\_\_\_
3. I'm a tab on the ribbon where tables begin. Who am I? \_\_\_\_\_
4. Press me to jump from one cell to another, quickly. \_\_\_\_\_
5. Click on me to grab the whole table in one go. \_\_\_\_\_
6. I help you go back a cell while typing in a table. \_\_\_\_\_
7. I'm used to create rows and columns in Word. What am I? \_\_\_\_\_
8. My smallest width is just half an inch. What am I? \_\_\_\_\_
9. I'm a box where you input number of rows and columns. \_\_\_\_\_
10. Up and down, I help you travel between cells. \_\_\_\_\_

#### Q3) One Line Question & Answer.

1. What is Microsoft Word?
2. What is a table used for?
3. What is a table used for?

Answer - \_\_\_\_\_

Answer - \_\_\_\_\_

Answer - \_\_\_\_\_

What is a table used for?

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4. How do you move to the next cell?

Answer — \_\_\_\_\_

5. How to move to the previous cell?

Answer — \_\_\_\_\_

6. What does Mail Merge do?

Answer — \_\_\_\_\_

7. What is the smallest width of a table column?

\_\_\_\_\_

8. Which tab is used to insert a table?

Answer — \_\_\_\_\_

9. What appears when you click the Table button?

Answer — \_\_\_\_\_

10. How can you select the entire table?

Answer — \_\_\_\_\_

**Q4) Fill in the Blanks.**

1. To adjust table column width, use the \_\_\_\_\_ tab.

2. \_\_\_\_\_ adjusts the column width based on the content inside.

3. \_\_\_\_\_ adjusts the table width to match page margins.

4. \_\_\_\_\_ fixes the column width to a specific size.

5. To insert a new column, select the column and use the \_\_\_\_\_ tab.

6. Rows can be added by selecting a row and clicking \_\_\_\_\_ Above or Below.

7. The \_\_\_\_\_ option allows you to delete selected rows or columns.

8. To split a cell, click the \_\_\_\_\_ Cells option under the Merge group.

9. To merge cells, first select the \_\_\_\_\_ cells.

10. The option to merge cells is found in the \_\_\_\_\_ group.

**Q5) True or False.**

1. AutoFit to Window adjusts column width based on cell content.

2. You can add rows only at the bottom of the table.

3. Fixed Column Width disables automatic resizing.

4. The Merge group contains the Split Cells option.

5. To insert a column, you must first insert a row.

6. The Layout tab allows both row and column insertion.

7. You cannot delete a column from the Layout tab.

8. The Split Cells option lets you split into more than one row and column.

9. The Delete button in the Layout tab allows removal of cells only.

10. Cells can be merged into a single cell using the Merge Cells option.

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