



Rudra The Practical School
Worksheet -3 (Lesson 2)
Sub – Computer

Name: T.C.

Date -

Class: 6th

Div -

Q1) One Word Answers.

1. Which tab is used for table layout changes? — Layout
2. Option to adjust column width to content? — AutoFit
3. Option to fix column width? — Fixed
4. Button to delete columns or rows? — Delete
5. Tool for inserting columns or rows? — Insert
6. Group containing Split Cells? — Merge
7. Option to merge multiple cells? — Merge Cells
8. Option to split a selected cell? — Split Cells
9. Layout tab group for cell size control? — Cell Size
10. AutoFit that matches page margins? — AutoFit to Window

Q2) Choose the Correct Answer

- | | | | |
|---|-----------------------|---------------------|----------|
| 1. Which of these adjusts columns based on content? | | | |
| a) AutoFit to Window | b) Fixed Column Width | c) AutoFit Contents | Ans - c) |
| 2. Where do you find the Split Cells option? | | | |
| a) Home tab | b) Layout tab | c) Insert tab | Ans - b) |
| 3. Which group allows row insertion? | | | |
| a) Paragraph | b) Rows & Columns | c) Text | Ans - b) |
| 4. What is required before merging cells? | | | |
| a) Select rows | b) Select cells | c) Select table | Ans - b) |
| 5. AutoFit to Window adjusts table to: | | | |
| a) Cell content | b) Page width | c) Cell height | Ans - b) |
| 6. What tab is used to delete rows/columns? | | | |
| a) Design | b) Layout | c) Insert | Ans - b) |
| 7. What action splits a cell into parts? | | | |
| a) Merge | b) AutoFit | c) Split | Ans - c) |
| 8. What happens after merging cells? | | | |
| a) They shrink | b) They wrap | c) They become one | Ans - c) |
| 9. How do you access AutoFit? | | | |
| a) Cell Size group | b) Insert group | c) Text group | Ans - a) |
| 10. Which is not a part of AutoFit options? | | | |
| a) AutoFit Contents | b) AutoFit to Window | c) Auto Split Width | Ans - c) |

Q3) Odd One Out.

1. AutoFit Contents, AutoFit to Window, Merge Cells, Fixed Column Width — Merge Cells

2. Insert Above, Insert Below, Delete, Split, Split

3. Insert Above, Insert Below, Delete, Split, Split

4. Insert Above, Insert Below, Delete, Split, Split

5. Insert Above, Insert Below, Delete, Split, Split

6. Insert Above, Insert Below, Delete, Split, Split

7. Insert Above, Insert Below, Delete, Split, Split

8. Insert Above, Insert Below, Delete, Split, Split

9. Insert Above, Insert Below, Delete, Split, Split

10. Insert Above, Insert Below, Delete, Split, Split

3. Layout, Home, Design, References — Home
4. Columns, Rows, Cells, Styles — Styles
5. Table, Cell, Picture, Column — Picture
6. Split, Merge, Resize, Filter — Filter
7. Layout, Cell Size, Text Direction, Clipboard — Clipboard
8. Insert Left, Insert Right, Delete Rows, Paste — Paste
9. Format, Layout, AutoFit, Merge — Format
10. Table Tools, Merge Cells, Paragraph, Split Cells — Paragraph

Q4) Riddles.

1. I make a cell larger by combining two, what am I? — Merge Cells
2. I let you divide one into many, what am I? — Split Cells
3. I fit the table to the page, not to the text, who am I? — AutoFit to Window
4. I make columns match the content size, who am I? — AutoFit Contents
5. I'm a tab that lets you modify tables, what tab am I? — Layout
6. I can add space to the right or left of a column, what am I? — Insert Left/Right
7. I remove what's not needed, be it row or column, who am I? — Delete
8. You pick me when you want all selected cells to become one, what am I? — Merge Cells
9. I sit under the ribbon and guide your layout tasks, what group am I? — Rows & Columns
10. I help define how wide your table should be — who am I? — Fixed Column Width