

1) Fill in the blanks: (5 Marks)

- a) The lines that mark the cell boundaries are called
- b) Row state information that is represented in a table.
- c) A cell is the smallest unit of a table that is formed at the intersection of aand a
- d) While dragging the double headed arrow, it changes into sign.
- e) By default, the 'Table Tools' option is not available on the area.
- f) Splitting of cells increases the number of within the selected cells.
- g) Merging of cells many cells that have been selected to be one single cell.
- h) By default, the texts are aligned to the side in a table.
- i) Keyboard shortcut key for UNDO is

2) Mention the shortcut keys for the following: (3 Marks)

- a) Centre alignment
- b) Align Text Right
- c) Justify

3) Name the following: (2 Marks)

- a) Any two types of vertical alignments.
- b) Any two types of horizontal alignments.

4) Write short note on: (4 Marks)

- a) Merging and Splitting of cells.
- b) Cell Alignment.

5) Write all the steps to perform the following: (6 Marks)

- a) Creating a table
- b) Inserting a row in a table.