

ST. ANDREWS SCOTS SR. SEC. SCHOOL

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Session: 2025 - 26

Class- IV

Subject- Computer

L-3 (Tables in Word)

Byte Quest (pg 35)

1. (b)
2. (c)
3. (d)
4. (a)

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1. Two or more
2. one cell into two or more cells.
3. Row height in a table

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A. Tick (✓) the Correct Option.

1. (iii) Insert
2. (iii) Splitting
3. (ii) Layout
4. (i) Cell

B. Fill in the blanks using the words given below:

1. Resizing
2. Merging
3. Layout
4. Design
5. Delete Rows

C. State whether the Statements are True or False:

1. False
2. True
3. True
4. False

D. Answer the following Questions:

1. What is the use of Table styles feature?

Ans. With the Table Styles feature, you can format the entire table quickly.

2. What is the use of Shading in a table?

Ans. Shading styles allow you to enhance the look of the table.

3. Write the Steps to add a row in a table.

Ans. To add a row in a table, follow the given steps:

1. Select a row where you want to add a row.
2. Click on the Layout tab from the Table tools.
3. Click on the desired option from the Rows & Columns group.

4. Describe any one method to insert a table to your document.

Ans. To insert a table, follow the given steps:

1. Click on the Insert tab.
2. Click on Table drop down arrow.
3. Click on the top left corner of the grid and drag the mouse to highlight the number of columns & rows you want in the table.

5. Write the steps involved in merging two cells.

Ans. To merge cells, follow the given steps:

1. Select the cells that you want to merge.
2. Click on Layout tab from the table tools.
3. Click on merge cells command.

TECH TWISTER

Identify the text alignment and write their names:

1. Align Top Left
2. Align Top Center
3. Align Top Right

Competency-based/ Application – based Questions.

1. Insert tab is used to insert a table.
2. To move a table, follow the given steps:
 1. Move the mouse pointer over the table. The move table handle will appear on the top left corner of the table.

2. Move the mouse pointer over the Move table handle. The mouse pointer converts to a plus sign.
3. Click and drag the table to the desired position and release the mouse button.