

## MS Word: Tables and Graphics

### A. Choose the correct answer:

1. A table consists of-
  - (a) Rows
  - (b) Columns
  - (c) Cells
  - (d) All of these
2. To delete the selected WordArt, which key is to be pressed?
  - (a) Delete
  - (b) Page up
  - (c) Page down
  - (d) Enter
3. Shortcut key to insert a tab within a cell is?
  - (a) Enter
  - (b) Shift + Tab
  - (c) Alt + End
  - (d) Ctrl + Tab
4. Which group in the Insert tab provides options to insert various graphical objects?
  - (a) Shape
  - (b) Insert
  - (c) Icons
  - (d) Illustration
5. Text can be aligned in how many different ways?
  - (a) 6
  - (b) 8
  - (c) 7
  - (d) 9

### B. Fill in the blanks:

1. A \_\_\_\_\_ is the intersection point of a row and a column.
2. \_\_\_\_\_ are web - based shapes that can be viewed from any angle.
3. \_\_\_\_\_ allows us to control how a shape or image interacts with the text around it.
4. \_\_\_\_\_ are tiny images like Clipart.
5. Format tab is called \_\_\_\_\_.

### C. State true or false:

1. The Design Tab of Table Tools is called Table Design Tab.
2. Shortcut key to jump to the first cell in a column is Alt + Page down.
3. The crop means trimming an image to remove any unwanted exterior edge.
4. Merging means converting multiple cells into one.
5. Quick table option is used to give a different look to the table as you need.

### D. Answer the following questions:

1. Write different ways to insert a table in MS Word.
2. What do you mean by merging and splitting cells in a Table?
3. Write the steps to add rows and columns in a created Table.
4. How can we insert an image to the MS Word document?
5. Write down the names of different wrap text options in MS Word.