Ch.3 Word-Table & Mail Merge

Q-1 Choose the correct option.

1. _____ can change the amount of space between the lines of the text.

   a) Word Spacing   b) Paragraph Spacing   c) Line spacing

2. _____ is the space between before and after a paragraph.

   a) Word Spacing   b) Paragraph Spacing   c) Line spacing

3. The text appear above the regular line of text is called

   a) Superscript   b) Subscript   c) Equations

4. Which two additional tabs will appear when you select the table?

   a) Format, Layout   b) Format, Design   c) Design, Layout

5. _____ is vertical series of data in table.

   a) Row   b) Column   c) Cell

6. You can save word document in _____ format.

   a) Video   b) Image   c) PDF

7. The keyboard shortcut to insert table.

   a) ALT+N+T+I   b) ALT+N+T+D   c) ALT+N+T+Q

8. The keyboard shortcut to draw table.

   a) ALT+N+T+I   b) ALT+N+T+D   c) ALT+N+T+Q

9. The keyboard shortcut to switch to Print Layout View.

   a) ALT+CTRL+P   b) ALT+CTRL+O   c) ALT+CTRL+N

10. _____ is horizontal series of data in table.

   a) Row   b) Column   c) Cell

Q-2 Fill in the blank.

1) _____ are way of organizing information into rows and columns.

2) _____ saves time by combining a series of actions into a single command.

3) _____ feature corrects common spelling errors automatically.

4) _____ creates symbols, fractions, and ordinal numbers automatically.

5) _____ tool is used to copy the formatting of portion of text.

6) The intersection of rows and column is called _____.

7) _____ is used for controlling the position of text on document.

Q-3 Write True or False.

1) By default, Word assigns the Left Align command to text.   _____

2) Column is horizontal series of data in table.   _____

3) You can combine only two cells in table.   _____

4) You can make only one table in a document.   _____

5) You can send table with mail merge.   _____

6) Mail merge feature produces a personalized letter for each person on mailing list.   _____

Q-4 Application Based Questions:

1) **Observe the figure and answer the questions**

S. No.	Marks of Students		
1	45	18	30
2	36	20	40
3	34	19	39
4	30	16	42
5	49	20	45

a) How many rows and columns are there in the table?

Ans: _____

b) Which feature has been used in the second column?

Ans: _____

c) What is the alignment of data in column 1?

Ans: _____

d) Name the tab and the group that have the option to insert a table in a document.

Ans: _____

2) Your school plans to have an annual event on December 13th, 2025 and intends to send a letter to all parents about it. Can you suggest a Word function that can quickly create a circular for 755 students with unique names and addresses, and then print it out for each one?

Ans: _____

Q-5 Identify the pictures.