



# SHREE VASISHTHA VIDHYALAYA.

## Computer Worksheet 2025-26



Name : - \_\_\_\_\_

Std :- V - \_\_\_\_\_

Roll No. :- \_\_\_\_\_ Worksheet No: PA-2

Date : - \_\_\_\_\_

### Ch.3 Word-Table & Mail Merge

#### Q-1 Multiple choice questions.

- \_\_\_\_\_ can change the amount of space between the lines of the text.  
a) Word Spacing                      b) Paragraph Spacing                      **c) Line spacing**
- \_\_\_\_\_ is the space between before and after a paragraph.  
a) Word Spacing                      **b) Paragraph Spacing**                      c) Line spacing
- The text appear above the regular line of text is called  
**a) Superscript**                      b) Subscript                      c) Equations
- Which two additional tabs will appear when you select the table?  
a) Format, Layout                      b) Format, Design                      **c) Design, Layout**
- \_\_\_\_\_ is vertical series of data in table.  
a) Row                      **b) Column**                      c) Cell
- You can save word document in \_\_\_\_\_ format.  
a) Video                      b) Image                      **c) PDF**
- The keyboard shortcut to insert table.  
**a) ALT+N+T+I**                      b) ALT+N+T+D                      c) ALT+N+T+Q
- The keyboard shortcut to draw table.  
a) ALT+N+T+I                      **b) ALT+N+T+D**                      c) ALT+N+T+Q
- The keyboard shortcut to switch to Print Layout View.  
**a) ALT+CTRL+P**                      b) ALT+CTRL+O                      c) ALT+CTRL+N
- \_\_\_\_\_ is horizontal series of data in table.  
**a) Row**                      b) Column                      c) Cell

#### Q-2 Fill in the blank.

- Tables** are way of organizing information into rows and columns.
- Macro** saves time by combining a series of actions into a single command.
- Autocorrect** feature corrects common spelling errors automatically.
- AutoFormat** creates symbols, fractions, and ordinal numbers automatically.
- Format Painter** tool is used to copy the formatting of portion of text.
- The intersection of rows and column is called **cell**.
- Tab** is used for controlling the position of text on document.

#### Q-3 Write True or False.

- By default, Word assigns the Left Align command to text. **True**
- Column is horizontal series of data in table. **False**
- You can combine only two cells in table. **False**
- You can make only one table in a document. **False**
- You can send table with mail merge. **True**
- Mail merge feature produces a personalized letter for each person on mailing list. **True**

#### 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: Rows: 6 , Columns: 4**

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

**Ans: Merge Cells**

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

**Ans: Center alignment**

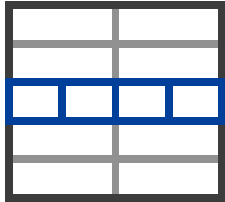


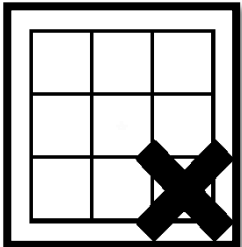
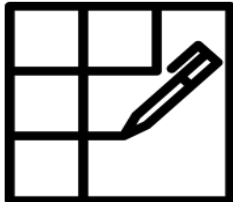

d) Name the tab and the group that have the option to insert a table in a document.

**Ans: Insert Tab, Tables Group**

2) Your school plans to have an annual event on December 13<sup>th</sup>, 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: Mail Merge**

#### Q-5 Identify the pictures.

		
<b>Split Cells</b>	<b>Start Mail Merge</b>	<b>Subscript</b>
		
<b>Delete Table</b>	<b>Draw Table</b>	<b>Formula</b>