



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.

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) **Tables** are way of organizing information into rows and columns.
- 2) **Macro** saves time by combining a series of actions into a single command.
- 3) **Autocorrect** feature corrects common spelling errors automatically.
- 4) **AutoFormat** creates symbols, fractions, and ordinal numbers automatically.
- 5) **Format Painter** tool is used to copy the formatting of portion of text.
- 6) The intersection of rows and column is called **cell**.
- 7) **Tab** 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. **True**
- 2) Column is horizontal series of data in table. **False**
- 3) You can combine only two cells in table. **False**
- 4) You can make only one table in a document. **False**
- 5) You can send table with mail merge. **True**
- 6) 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

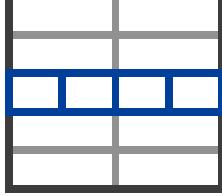
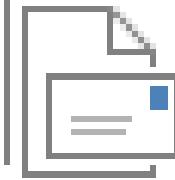
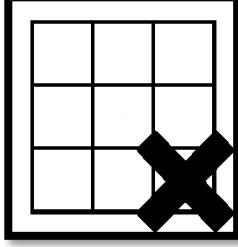
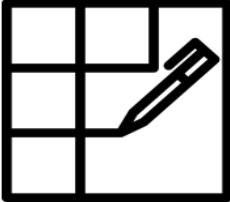
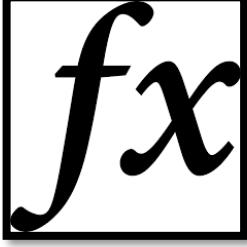
d) Name the tab and the group that have the option to insert a table in a document.

Ans: Insert Tab, Tables Group

2) Your school plans to have an annual event on December 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: Mail Merge

Q-5 Identify the pictures.

		
Split Cells	Start Mail Merge	Subscript
		
Delete Table	Draw Table	Formula