

**Model Question Paper**  
**Working with tables - Part II**  
12th Standard

**Computer Science**

Reg.No. : 

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I. Answer all the questions.  
II. Use Blue pen only.

Time : 00:50:00 Hrs

Total Marks : 30  
10 x 1 = 10

**Section-A**

- 1) How will we create simple default-style table?  
(a) Table->Insert->Table (b) Insert->Table->Rows (c) Insert->Table->Columns (d) Insert->Table->Table
- 2) To add a row after the last row of the table in Star Office Writer, the key pressed is  
(a) Shift (b) Alt (c) Ctrl (d) Tab
- 3) The name of the table is given in the following text box  
(a) Rows (b) Name (c) Columns (d) Size
- 4) In a table, when the text is wrapped in a cell, it grows  
(a) Wider (b) Expanded (c) Taller (d) Smaller
- 5) Which command is used to delete the selected table?  
(a) Table->Delete->Table (b) Format->Table->Delete (c) Format->Delete->Table (d) Tools->Delete->Table
- 6) Which icon is the Insert table icon in the floating toolbar for insertion function?  
(a) Third (b) First (c) Second (d) Fourth
- 7) Which dialog box helps in Formatting table properties?  
(a) Format Table (b) Table Format (c) Format (d) File Format
- 8) The icon that is used to split a cell into two or more cell into a single cell is  
(a) Split cell (b) Break cell (c) Merge cell (d) Optimize
- 9) The icon that combines two or more cells into a single cell is  
(a) Borders (b) Split cell (c) Merge cell (d) Line style
- 10) The table border can be  
(a) Deleted or changed (b) Displayed (c) Used (d) Included

**Section-B**

- 11) How will you delete the Column/columns in a staroffice table?
- 12) How will you delete entire table?
- 13) How can the user move inside a Table?
- 14) List out the options displayed by the optimise icon

4 x 2 = 8

**Section-C**

- 15) How will you create a table in the document? The following steps are used to create a simple table.
- 16) How to change the width of a column in a table?

2 x 5 = 10

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