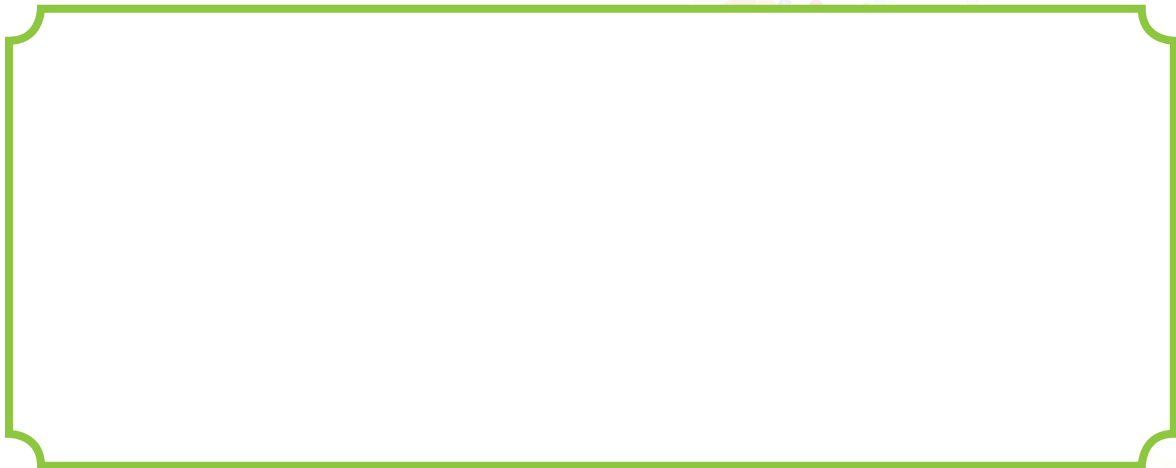


WORKSHEET

3

Answer the following questions :

1. Define Table. Also explain the four different ways to insert a table in MS Word 2007.



2. State the command name for the following function:

To correct spelling error

To divide window into two parts

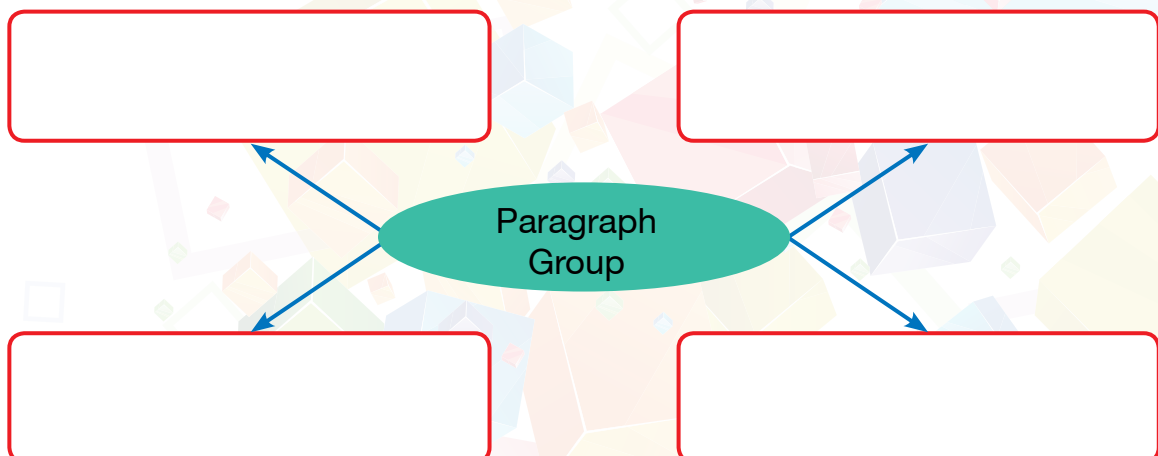
To increase the size of the document

To arrange text and data in alphabetical order

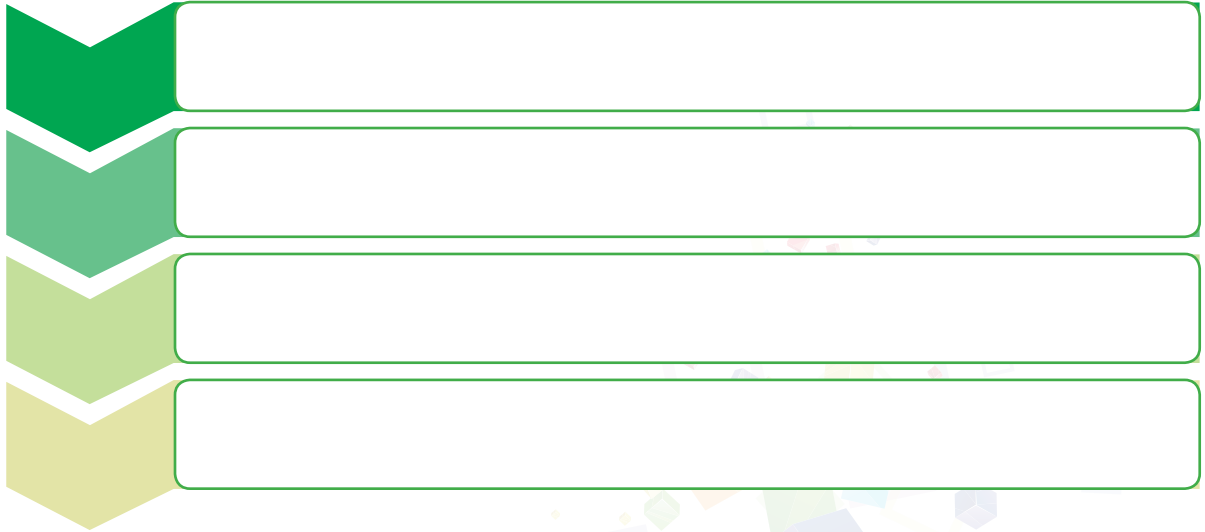
To join two or more cells together in a table

3. State the three different ways in which you can select the text using select option of editing group present on home tab.

4. State any four commands present on the paragraph group present on home tab of MS PowerPoint 2007.



5. Write the steps to add a video or an audio to your presentation.



Four horizontal text boxes for writing steps, each preceded by a green chevron icon.

6. Explain the following commands:

(a) Text Direction



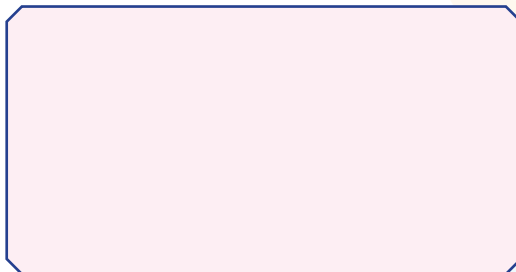
Pink rectangular box for explaining the Text Direction command.

(b) Header and Footer



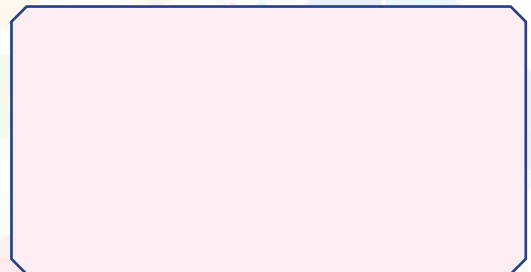
Pink rectangular box for explaining the Header and Footer command.

(c) Find and replace



Pink rectangular box for explaining the Find and replace command.

(d) Clip Art



Pink rectangular box for explaining the Clip Art command.

(e) Photo Album



Pink rectangular box for explaining the Photo Album command.