

**LT ATUL KATARYA MEMORIAL SCHOOL**  
**ASSIGNMENT - II**  
**SUBJECT- COMPUTER APPLICATIONS**  
**CLASS - VI**

Name: \_\_\_\_\_ Section: \_\_\_\_\_ Roll No. \_\_\_\_\_

**Q.1. Fill in the blanks:**

- a) The formatting is done by using two tabs \_\_\_\_\_ and \_\_\_\_\_.
- b) A table created in MS-Word can be \_\_\_\_\_ and \_\_\_\_\_ .
- c) The vertical section of a table is called \_\_\_\_\_ .
- d) A table consists of \_\_\_\_\_ and \_\_\_\_\_.

**Q.2. What do you understand by Formatting in tables of MS-Word?**

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**Q.3. What do you understand by Shading?**

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**Q.4. Define -**

**a) Move Handle**

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**b) Resize Handle**

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**Q.5. Which group of Insert tab contains Table command?**

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**Q.6. Write the steps to create a table in MS-Word.(Method II)**

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**Q.6. What is the use of Draw Table command?**

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**Q.7. What is Mail Merge in MS-Word?**

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