

# ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,  
I.P. Extension, Patparganj, Delhi-110092

Session: 2026-2027

Class- IV

Subject- Computer

Ch-4 Worksheet

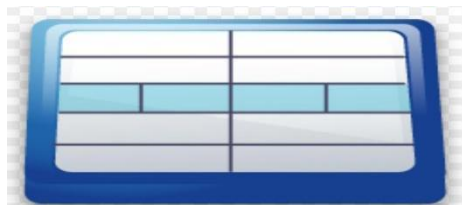
## Q1. Fill in the blanks.

1. A table is a collection of \_\_\_\_\_ and columns.
2. The smallest unit of a table is called a \_\_\_\_\_.
3. We can insert a table using the \_\_\_\_\_ tab.
4. The \_\_\_\_\_ option allows us to change the appearance of a table.
5. To add information to a table, we type inside a \_\_\_\_\_.

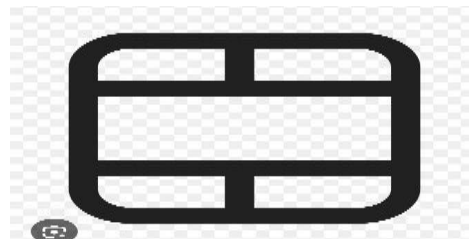
## Q2. Write True or False.

1. A table consists of rows and columns. \_\_\_\_\_
2. Rows run vertically in a table. \_\_\_\_\_
3. Columns run vertically in a table. \_\_\_\_\_
4. A cell is formed where a row and column meet. \_\_\_\_\_
5. Tables cannot be formatted in Word 2016. \_\_\_\_\_

## Q3. Identify the icons and write their names:-



a. \_\_\_\_\_



b. \_\_\_\_\_