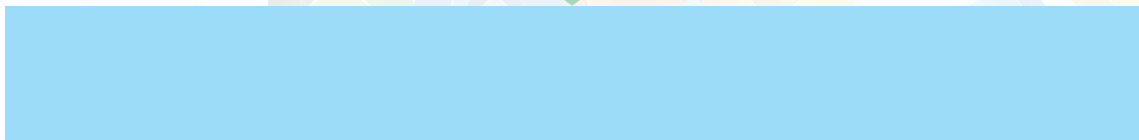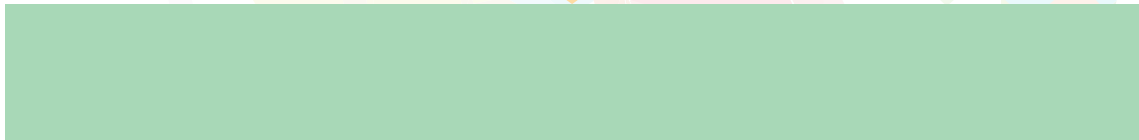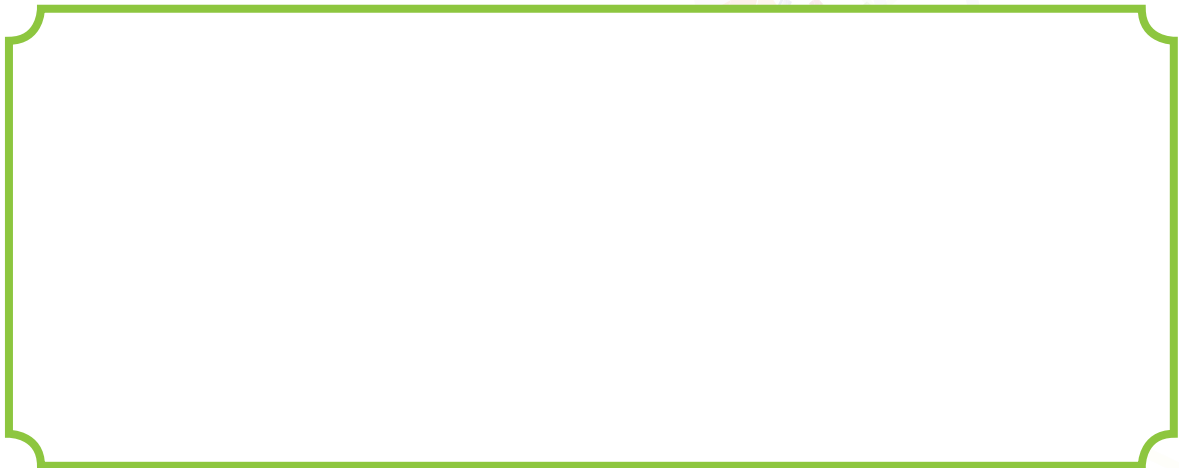# WORKSHEET 3

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

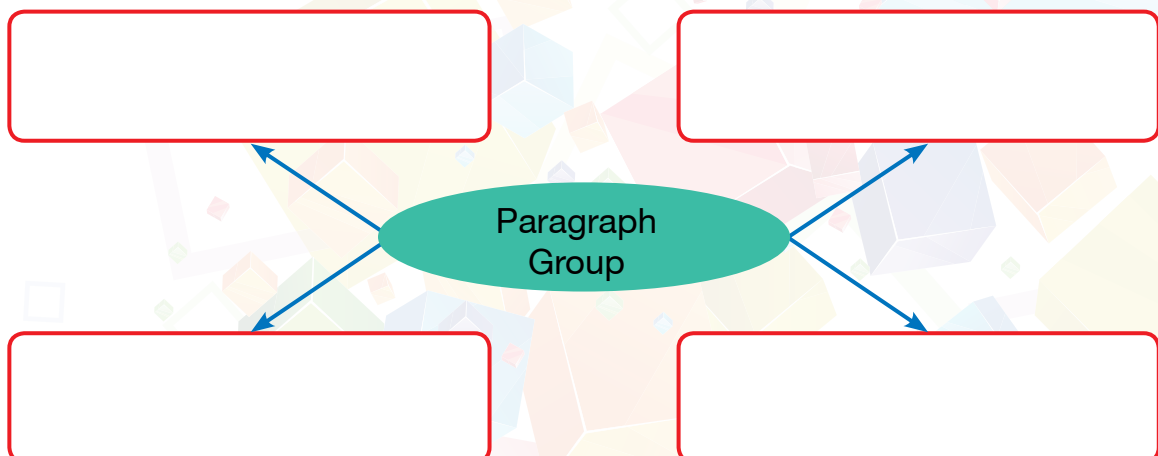To increase the size of the document

To arrange text and data in alphabetical order

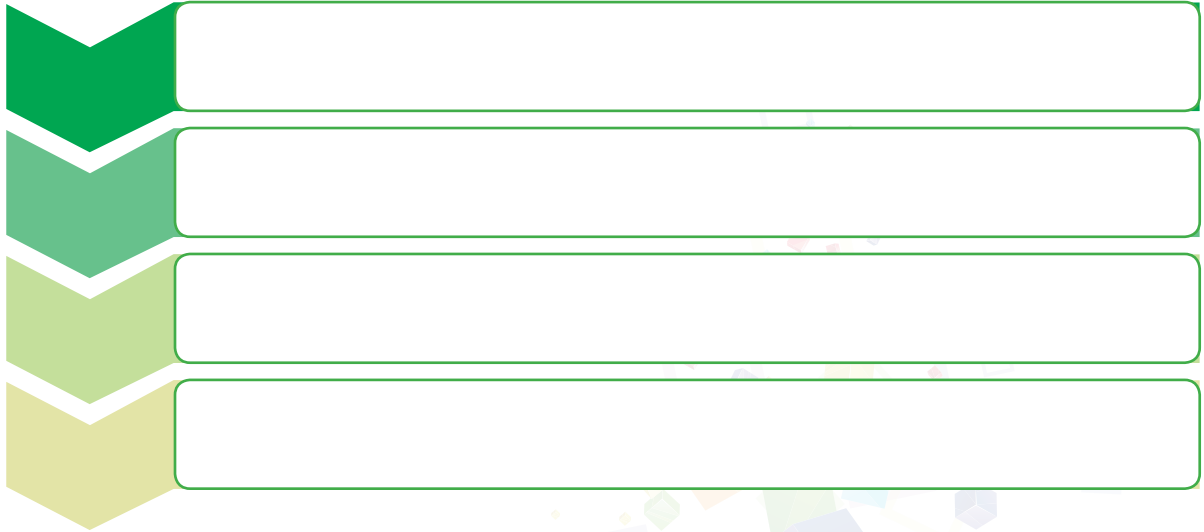To join two or more cells together in a table

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.**

Paragraph Group

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

6. Explain the following commands:

(a)   Text Direction

(b) Header and Footer

(c)   Find and replace

(d) Clip Art

(e)   Photo Album