

Name:

Roll No:

Class: Section:

Date:

WORKSHEET**1****TABLES IN MS WORD****Chapter-5****A. Tick (✓) the correct option.**

1. Tables group is present in the tab.
a. Insert b. Symbols c. Layout
2. A is horizontal and vertical arrangement of text.
a. cell b. column c. table
3. The intersection of a row and a column in a table is called a
a. Border b. Table c. Cell

B. Write 'T' for True and 'F' for False.

1. Press Shift + Del keys to move the selected rows/columns.
2. We cannot apply design to the table.
3. Cells cannot be merged in a table.
4. AutoFit Contents option adjusts the column width according to the data entered.

C. Fill in the blanks using the words given below.**Hints:** Table Styles, Merge Cells, Table, Resizing

1. A can be useful in enhancing your document.
2. The command is used to merge the cells.
3. a table means to increase and decrease the size of a table.
4. With feature you can format an entire table quickly.

WORKSHEET