

Name:

Roll No:

Class: Section:

Date:

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

1. The option to create a table is present under tab.
a. Home b. Insert c. Format
2. refers to dividing one cell in a table into two or more cells.
a. Merging b. Splitting c. Moving
3. A is horizontal and vertical arrangement of text.
a. cell b. column c. table

B. Fill in the blanks using the words given below.**Hints:** design, layout, merging, resizing

1. a table means to increase and decrease the size of a table.
2. refers to combining two or more cells.
3. Options for inserting rows and columns are available in the tab.
4. Table styles are available under tab on the ribbon.