

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 Content 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.

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