Name: .... Roll No: ....

Class: .... Section: .... Date: ....

WORKSHEET

2

TABLES IN MS WORD

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following commands is used to add shading to the cells?

    a. Border b. Shading c. Table styles

2. The intersection of a row and column is called a ....

    a. cell b. data c. table

3. Which tab is used to split the cell into multiple cells?

    a. Home b. Insert c. Layout

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

1. The Borders and Shading commands are present in the Table
    Styles group. ....

2. You cannot delete rows of a table. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a
    single cell. ....

C. Fill in the blanks using the words given below.

Hints: border, resizing, table, splitting

1. A .... is an arrangement of text in the form of columns and rows.

2. .... refers to dividing one cell into two or more cells.

3. .... a table means to increase and decrease the size of the table.

4. The .... style will be applied to the selected table.

WORKSHEET

Teacher's Signature: ....