

Name: .....

Roll No: .....

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

Date: .....

## TABLES IN MS WORD

### Chapter-5

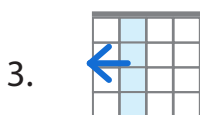
#### A. Match the following:



a. Deleting row or coloumn



b. Inserting Table



c. Inserting row or coloumn above



d. Inserting row or coloumn left

#### B. Complete the steps for 'Deleting the table'.

**Step 1** Click anywhere on the ..... you want to delete.

**Step 2** Click on the ..... tab under .....

**Step 3** Click on ..... command. A ..... will appear.

**Step 4** Select ..... The table will be .....

#### C. Answer the following questions:

1. Write steps to change the row height of the table in Word 2016.

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2. Write steps to insert a row or column in a table.

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