

Name:

Roll No:

Class: Section:

Date:

TABLES IN WORD 2016

Chapter-4

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. You 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 hints 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.