

Name:

Roll No:

Class: Section:

Date:

TABLES IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- The option to create a table is present under tab.
a. Home ☐ b. Insert ☐ c. Format ☐
- Which refers to dividing one cell in a table into two or more cells?
a. Merging ☐ b. Splitting ☐ c. Moving ☐
- 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

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

C. Number the steps in following window to merge cells in a table:

