

Worksheet

1

Name:

Roll No: Class: Section:

Date:

CREATING TABLES IN WORD 2016

Chapter-5

A. Fill in the blanks using the given words.

1. A is an arrangement of text in the form of rows, and columns.
(Group/Table)
2. A is a vertical arrangement of data. (Column/Row)
3. Combining two or more cells into one is called (Merging/Splitting)
4. We can enhance the look of a table by applying styles provided by MS Word. (Picture/Border and Shading)
5. The key combination to move one cell to the left is (Shift+Enter/Shift+Tab)

B. Write 'T' for true and 'F' for false.

1. A row is a vertical arrangement of data.
2. Tab key allows us to move to a cell on the right in a table.
3. Cells can only be merged row wise.
4. Split Cells option is present under Layout Tab.

C. Match the following.

- | | |
|----------------|--|
| 1. Cell | a. To move to a cell on the left |
| 2. Table | b. Intersection of row and column |
| 3. Shift + Tab | c. To move to the last cell of the row |
| 4. Alt + End | d. Arrangement of text in form of rows and columns |