

Worksheet

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Name:

Roll No: Class: Section:

Date:

CREATING TABLES IN WORD 2016

Chapter-5

A. Find the given words in the crossword below.

Cell, Table, Border, Merge Cell, Column

Y	T	U	I	O	N	V	J	M	D	X
C	V	G	Y	H	U	C	E	L	L	N
V	T	N	B	O	R	D	E	R	M	C
V	A	Y	R	S	T	Y	C	H	J	X
C	B	V	B	H	T	S	O	X	G	H
B	L	J	T	E	W	X	L	V	H	J
B	E	T	A	Z	X	C	U	V	H	U
N	H	G	F	R	Y	U	M	K	D	Z
V	T	Y	E	S	K	K	N	B	G	D
Y	M	E	R	G	E	C	E	L	L	H

B. Answer the following.

1. What is a Table? How can we insert a Table in Word 2016?

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2. How can you delete a row or a column from a table?

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3. How will you split cells in a table?

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4. What are Border and Shading styles used for?

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