

Worksheet

Name:
Roll No: Class: Section:
Date:

CREATING TABLES IN WORD 2016

Chapter-5

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 hints 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. 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

D. Answer the following questions.

- Write steps to change the row height of the table in Word 2016.
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- Write steps to insert a row or column in a table.
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