

# Worksheet

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Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## CREATING TABLES IN WORD 2010

### 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 questions.

1. What is a Table? How can we insert a Table in Word 2010?

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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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