

Worksheet

Name:
Roll No: Class: Section:
Date:

CREATING TABLES IN WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. The option to create a table is present under tab.
a. Home ☐ b. Insert ☐ c. Format ☐
2. Which refers to dividing one cell in a table into two or more cells?
a. Merging ☐ b. Splitting ☐ c. Moving ☐
3. 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

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

C. Answer the following questions.

1. Write steps to change the row height of the table in Word 2010.
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2. Write steps to insert a row or column in a table.
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