

Worksheet

1

Name:

Roll No: Class: Section:

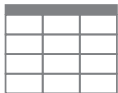
Date:

ADVANCED FEATURES OF MS WORD

Chapter-4

A. Match the following:

1.



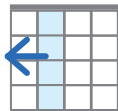
a. Page Margin

2.



b. Inserting Table

3.



c. Inserting row or column above

4.



d. Inserting row or column left

B. 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

C. Answer the following questions.

1. Write steps to change the row height of the table in Word 2016.

.....

.....

2. Write steps to insert the date or time into a header or footer.

.....

.....