

# Worksheet

Name: .....

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

Date: .....

## ADVANCED FEATURES OF MS WORD

### Chapter-4

#### A. Tick (✓) the correct option.

- The option to create a table is present under ..... tab.  
a. Home ☐ b. Insert ☐ c. Format ☐
- ..... 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. Read the clues and answer the following:

- This space is left so that when the papers are arranged as a book, the printed text does not get hidden inside the binding.  
.....
- This command is used to locate a word or phrase in a document.  
.....
- This command is used to substitute all or only the selected occurrences of a word or phrase.  
.....