

Worksheet

1

Name:

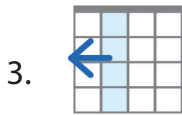
Roll No: Class: Section:

Date:

TABLES IN MS WORD

Chapter-4

A. Match the following:



a. Deleting row or column

b. Inserting Table

c. Inserting row or column above

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.

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2. Write steps to insert a row or column in a table.

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