

# Worksheet

2

Name: .....

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

Date: .....

## TABLES IN MS WORD

### Chapter-4

#### A. Tick ( ) the correct option.

1. Which of the following commands is used to add shading to the cells?

a. Border

☐

b. Shading

☐

c. Table styles

☐

2. The intersection of a row and column is called a .....

a. cell

☐

b. data

☐

c. table

☐

3. Which tab is used to split the cell into multiple cells?

a. Home

☐

b. Insert

☐

c. Layout

☐

#### B. Write 'T' for true and 'F' for false.

1. The Borders and Shading commands are present in the Table Styles group. ....

2. You cannot delete rows of a table. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a single cell. ....

#### C. Fill in the blanks using the hints given below:

**Hints:** border, resizing, table, splitting

1. A ..... is an arrangement of text in the form of columns and rows.

2. .... refers to dividing one cell into two or more cells.

3. .... a table means to increase and decrease the size of the table.

4. The ..... style will be applied to the selected table.