

Worksheet

Name:

Roll No: Class: Section:

Date:

TABLES IN MS WORD

Chapter-4

A. Tick (✓) the correct option.

1. The option to create a table is present under tab.

a. Home

☐

b. Insert

☐

c. Format

☐

2. Which of these refers to dividing one cell in a table into two or more cells?

a. Merging

☐

b. Splitting

☐

c. Moving

☐

3. Which of these is horizontal and vertical arrangement of text?

a. cell

☐

b. column

☐

c. table

☐

B. Answer the following questions:

1. What is a Table?

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2. Write the steps to resize a table.

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3. Write the steps to add columns in a table.

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4. What is the use of Table Styles?

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