

Worksheet

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Name:

Roll No: Class: Section:

Date:

TABLES IN MS WORD

Chapter-5

A. Tick (✓) the correct option.

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

a. Border <input type="checkbox"/>	b. Shading <input type="checkbox"/>	c. Table styles <input type="checkbox"/>
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2. The intersection of a row and column is called a

a. cell <input type="checkbox"/>	b. data <input type="checkbox"/>	c. table <input type="checkbox"/>
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3. Which tab is used to split the cell into multiple cells?

a. Home <input type="checkbox"/>	b. Insert <input type="checkbox"/>	c. Layout <input type="checkbox"/>
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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.

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