

# Worksheet

Name: .....

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

Date: .....

## TABLES IN MS WORD

## Chapter-5

### A. Label the steps in the following window to delete columns.



### B. Answer the following questions:

1. What is a table?

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2. What do you mean by merging cells?

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3. What is the use of Table Styles feature?

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4. Write the steps to resize a table?

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