

Worksheet

2

Name:

Roll No: Class: Section:

Date:

TABLES IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

- Which of the following commands is used to add shading to the cells?
 a. Border ☐ b. Shading ☐ c. Table styles ☐
- The intersection of a row and column is called a
 a. cell ☐ b. data ☐ c. table ☐
- 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.

- The Borders and Shading commands are present in the Table Styles group.
- You cannot delete rows of a table.
- We cannot change the height of a row in a table.
- 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

- A is an arrangement of text in the form of columns and rows.
- refers to dividing one cell into two or more cells.
- a table means to increase and decrease the size of the table.
- The style will be applied to the selected table.