

# Worksheet

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Name: .....

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

Date: .....

## CREATING TABLES IN WORD 2021

### Chapter-5

#### A. Fill in the blanks using the hints given below.

1. A ..... is an arrangement of text in the form of rows, and columns. (Group/ Table)
2. A ..... is a vertical arrangement of data. (Column/Row)
3. Combining two or more cells into one is called ..... (Merging/Splitting)
4. We can enhance the look of a table by applying ..... styles provided by MS Word. (Picture/Border and Shading)
5. The key combination to move one cell to the left is ..... (Shift+Enter/ Shift+Tab)

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

1. A row is a vertical arrangement of data. ....
2. Tab key allows us to move to a cell on the right in a table. ....
3. Cells can only be merged row wise. ....
4. Split Cells option is present under Layout Tab. ....

#### C. Match the following.

- |                |  |
|----------------|--|
| 1. Cell        | a. To move to a cell on the left                   |
| 2. Table       | b. Intersection of row and column                  |
| 3. Shift + Tab | c. To move to the last cell of the row             |
| 4. Alt + End   | d. Arrangement of text in form of rows and columns |