

Worksheet

Name:

Roll No: Class: Section:

Date:

CREATING TABLES IN WORD 2021

Chapter-5

A. Tick (✓) the correct option.

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

a. Home <input type="checkbox"/>	b. Insert <input type="checkbox"/>	c. Format <input type="checkbox"/>
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- Which refers to dividing one cell in a table into two or more cells?

a. Merging <input type="checkbox"/>	b. Splitting <input type="checkbox"/>	c. Moving <input type="checkbox"/>
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- A is horizontal and vertical arrangement of text.

a. cell <input type="checkbox"/>	b. column <input type="checkbox"/>	c. table <input type="checkbox"/>
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B. Fill in the blanks using the hints given below:

Hints: design, layout, Merging, Resizing

- a table means to increase and decrease the size of a table.
- refers to combining two or more cells.
- Options for inserting rows and columns are available in the tab.
- Table styles are available under tab on the ribbon.

C. Complete the steps for 'Merging cells in a table'.

Step 1 Select the you want to merge.

Step 2 Click on the tab.

Step 3 Click on the option.

D. Answer the following questions.

- Write the steps to change the alignment of the text in a table, in Word 2021.
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- Write steps to insert a row or column in a table.
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Class -4