

Worksheet

2

Name:

Roll No: Class: Section:

Date:

GRAPHICS AND TABLES IN WORD 2016

Chapter-4

A. Complete the steps for 'Deleting the table'.

Step 1 Click anywhere on the you want to delete.

Step 2 Click on the tab under

Step 3 Click on command. A will appear.

Step 4 Select The table will be

B. Number the steps in correct order to apply Bevel effect.

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From the sub-menu, select the desired bevel effect.

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Click on Format tab.

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Place the mouse over Bevel option. A sub-menu appears.

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From the Shape Styles group, click on Shape Effects command.

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Select the shape.

C. Answer the following questions:

1. How can you change the colour of a shape in MS Word?

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2. Write steps to insert a row or column in a table.

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