

Worksheet

1

Name:

Roll No: Class: Section:

Date:

TABLES IN WORD

Chapter-3

A. Tick (✓) the correct option.

1. Tables group is present in the which tab?

a. Insert

☐

b. Symbols

☐

c. Layout

☐

d. All of the above

☐

2. Splitting refers to two or more cells.

a. combining

☐

b. dividing

☐

c. deleting

☐

d. resizing

☐

3. The intersection of a row and column is called

a. Border

☐

b. Table

☐

c. Cell

☐

d. None of these

☐

4. Which of the following commands is used to add shading to the cells?

a. Border

☐

b. Shading

☐

c. Table styles

☐

d. None of these

☐

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

1. Press Shift + Del keys to move the selected rows/columns.

2. Move Table Handle is used to move a table to another location.

3. Aligning refers to combining of two or more cell into two or more cells.

4. We cannot apply the border to a cell in a table.

C. Fill in the blanks.

1. A can be useful in enhancing your document.

2. The command is used to merge the cells.

3. a table means to increase and decrease the size of a table.

4. With feature, you can format an entire table quickly.