

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.