

Worksheet

Name:
 Roll No: Class: Section:
 Date:

TABLES IN WORD

Chapter-3

A. Write the steps in the following window to delete columns:

The screenshot shows the Microsoft Word interface with the 'Table Tools' ribbon active. The 'Layout' tab is selected, and the 'Delete' dropdown menu is open, showing the 'Delete Columns' option. The table below has 3 columns: 'Age (in year)', 'Height of Boys (in cm)', and 'Height of Girls (in cm)'. The steps to delete a column are indicated by numbered boxes:

- Box 1: Points to the 'Delete Columns' option in the 'Delete' dropdown menu.
- Box 2: Points to the 'Delete Columns' option in the 'Delete' dropdown menu.
- Box 3: Points to the 'Delete Columns' option in the 'Delete' dropdown menu.
- Box 4: Points to the 'Delete Columns' option in the 'Delete' dropdown menu.

Age (in year)	Height of Boys (in cm)	Height of Girls (in cm)
1	75.7	74.1
2	86.9	85.5
3	95.1	94
4	102.3	100.3
5	109.2	107.9
6	116.5	115.5
7	121.9	121.1
8	128	128.2
9	133.3	133.3

B. Answer the following questions:

- What is a table?

- What do you mean by merging cells?

- What is the use of Table Styles feature?

- Write the steps to resize a table.

- Why we use border and shading in a table?

