

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

WORD TABLES THE EASY WAY

A. Fill in the blanks using the hints given below:





1. A _____ is an arrangement of text in the form of rows, and columns. (Group/Table)
2. A _____ is a vertical arrangement of data. (Column/Row)
3. Combining two or more cells into one is called _____ (Merging/Splitting)
4. We can enhance the look of a table by applying _____ styles provided by MS Word. (Picture/Border and Shading)
5. The key combination to move one cell to the left is _____ (Shift+Enter/Shift+Tab)

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

1. A row is a vertical arrangement of data.
2. Tab key allows us to move to a cell on the right in a table.
3. Cells can only be merged row wise.
4. Split Cells option is present under Layout Tab.



C. Match the following:

- | | |
|----------------|--|
| 1. Cell |  a. To move to a cell on the left |
| 2. Table |  b. Intersection of row and column |
| 3. Shift + Tab |  c. To move to the last cell of the row |
| 4. Alt + End |  d. Arrangement of text in form of rows and columns |

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WORD TABLES THE EASY WAY

A. Find the given words in the crossword below:

Cell, Table, Border, Merge Cell, Column

Y	T	U	I	O	N	V	J	M	D	X
C	V	G	Y	H	U	C	E	L	L	N
V	T	N	B	O	R	D	E	R	M	C
V	A	Y	R	S	T	Y	C	H	J	X
C	B	V	B	H	T	S	O	X	G	H
B	L	J	T	E	W	X	L	V	H	J
B	E	T	A	Z	X	C	U	V	H	U
N	H	G	F	R	Y	U	M	K	D	Z
V	T	Y	E	S	K	K	N	B	G	D
Y	M	E	R	G	E	C	E	L	L	H

B. Answer the following questions:

1. What is a Table? How can we insert a Table in Word 2021?

2. How can you delete a row or a column from a table?

3. How will you split cells in a table?

4. What are Border and Shading styles used for?
