

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## GRAPHICS AND TABLES IN WORD 2019

Chapter-5

CLASS 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.

☐

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

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Click on Format tab.

☐

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

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

☐

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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