Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

TABLES IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

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

   a. Border ☐   b. Shading ☐   c. Table styles ☐

2. The intersection of a row and column is called a ....

   a. cell ☐   b. data ☐   c. table ☐

3. Which tab is used to split the cell into multiple cells?

   a. Home ☐   b. Insert ☐   c. Layout ☐

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

1. The Borders and Shading commands are present in the Table Styles group. ....

2. You cannot delete rows of a table. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a single cell. ....

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

Hints: Border, Resizing, Table, Splitting

1. A .... is an arrangement of text in the form of columns and rows.

2. .... refers to dividing one cell into two or more cells.

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

4. The .... style will be applied to the selected table.

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: _____