

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## TABLES IN WORD 2016

### Chapter-2

#### A. Tick (✓) the correct option.

- In which tab, Tables group is present?
 

a. Insert	<input type="checkbox"/>	b. Symbols	<input type="checkbox"/>	c. Layout	<input type="checkbox"/>
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- Which of these is horizontal and vertical arrangement of text?
 

a. cell	<input type="checkbox"/>	b. column	<input type="checkbox"/>	c. table	<input type="checkbox"/>
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- What is the intersection of a row and column in a table called?
 

a. Border	<input type="checkbox"/>	b. Table	<input type="checkbox"/>	c. Cell	<input type="checkbox"/>
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- Which of the following commands is used to add shading to the cells?
 

a. Border	<input type="checkbox"/>	b. Shading	<input type="checkbox"/>	c. Table styles	<input type="checkbox"/>
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#### B. Write 'T' for true and 'F' for false.

- Press Shift + Del keys to move the selected rows/columns. ....
- Move Table Handle is used to move a table to another location. ....
- Splitting refers to combining of two or more cell into two or more cells. ....
- AutoFit Content option adjusts the column width according to the data entered. ....
- We cannot apply the border to a cell in a table. ....

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

**Hints:** Table Styles, Merge Cells, Table, Resizing

- A ..... can be useful in enhancing your document.
- The ..... command is used to merge the cells.
- ..... a table means to increase and decrease the size of a table.
- With ..... feature, you can format an entire table quickly.