

Worksheet

2

Name:

Roll No: Class: Section:

Date:

TABLES IN WORD 2016

Chapter-2

A. What are these icons used for in Word 2016?

1. 
2. 
3. 
4. 
5. 

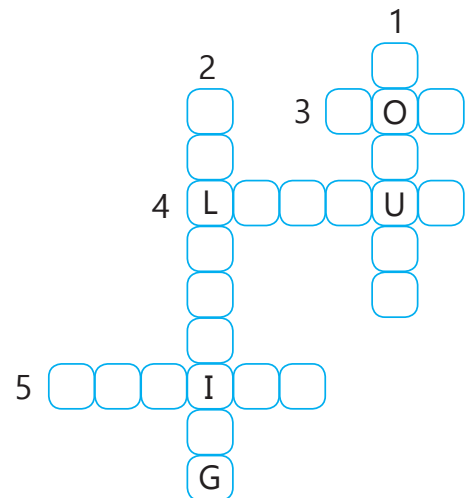
B. Solve the crossword using the hints given below.

Down:

1. Vertical arrangement of cells in a table
2. Process of dividing one cell into two or more cells

Across:

3. Horizontal arrangement of cells in a table
4. Tab used to insert more rows or columns in a table
5. Process of changing position of a table



C. Number the steps to delete a column from a table.

- ☐ Click on the **Layout** tab.
- ☐ Select the column which you want to delete.
- ☐ From the drop-down list, choose **Delete Columns** option.
- ☐ Click on the **Delete** command.