

Worksheet

1

Name:

Roll No: Class: Section:

Date:

TABLES IN MS WORD

Chapter-5

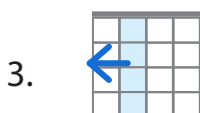
A. Match the following.



a. Deleting row or column



b. Inserting Table



c. Inserting row above



d. Inserting column left

B. Complete the steps for 'Merging Cells.'

Step 1 Select the to be merged.

Step 2 Click on the tab.

Step 3 Click on the command. The selected cells are merged as one cell.

C. Answer the following questions.

1. Write steps to change the column width of the table in Word 2010.

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2. Write steps to insert a row or column in a table.

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