4. Tables with MS Word 2013

WORKSHEET

I. Tick (✓) the right option.

1. A structure of vertical columns and horizontal rows with a cell at every intersection is called a:

   (a) Figure ☐   (b) Table ☐

   (c) Screenshot ☐   (d) Slide ☐

2. Creating one large cell from two or more cells refers to known as:

   (a) Merging ☐   (b) Inserting ☐

   (c) Copying ☐   (d) Moving ☐

3. To add/delete a row or column anywhere in the table is known as:

   (a) Drawing ☐   (b) Modifying ☐

   (c) Inserting ☐   (d) Resizing ☐

4. Which of the following shortcut keys should we use to move a table?

   (a) Ctrl + X ☐   (b) Ctrl + S ☐

   (c) Ctrl + X, Ctrl + V ☐   (d) Ctrl + S, Ctrl + V ☐

5. Top row in the table is kept as a:

   (a) Table header ☐   (b) Table row ☐

   (c) Table column ☐   (d) None of these ☐

II. Fill in the blanks.

1. A table can consist of _____ rows and _____ columns.

2. A table can be _____ from one location to another location along with its content.

3. Making a table smaller or bigger as per your requirement is called _____ a table.

4. Converting the text of a merged cell into the title refers to _____.

5. Splitting a table into two parts means _____ it.

III. State whether true (T) or false (F).

1. A table is a structure of vertical columns and horizontal rows. ☐

2. You cannot modify a table by adding a row or a column. ☐

3. You can merge cells row-wise or column-wise. ☐

4. Cut and Paste is used to resize a table. ☐

5. Each cell in a table can contain text or graphics. ☐