**IV. Match the following: 5x1=5**

1. Split - vertical series of cells in a table
2. Merge - horizontal series of cells in a table
3. Table - break into parts
4. Row - set of data arranged in rows and columns
5. Column - to combine

**V .Write the shortcut keys for the following: 3x1=3**

1. Move to the next cell
2. Move backward
3. Move through the cells

**VI. Short answer questions: 4x2=8**

1. What is a cell in a table?
2. How can you select adjacent cells in a table?
3. Name the tab and the group that has the option to change the column width.
4. How can you split a cell into two rows?

|  |
| --- |
|  |
| **POST MIDTERM TEST****CRT-02** |
| **CLASS: IV-**  | **SUBJECT: CS** | **DATE:**  |
| **CH:6. Creating Tables in Word 2016** | **MARKS: 25**  |  **TIME: 40 MINS** |

**I. Choose the correct option: 3x1=3**

1. Merge cells option is available on \_\_\_\_\_\_\_\_\_\_\_\_ tab

 a ) Layout b) Insert

2. The Table option is available on \_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

 a) Insert b) Home

3. Quick Tables provide various \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for a table.

 a) Templates b) Colors

**II. Fill in the blanks: 3x1=3**

1. Pictures option is available on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
2. Press \_\_\_\_\_\_\_\_\_\_\_\_\_ key to move to the next cell.
3. \_\_\_\_\_\_\_\_\_\_\_\_ automatically resizes the columns in a table.

**III. State True or false: 3x1 =3**

1. Border and shading can be applied to the heading row only.
2. After creating a table, you can change the row height.
3. In word 2016, tables can be created in only one way.