

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartments,
I.P. Extension, Patparganj, Delhi-110092

Session: 2026-2027

Class- IV

Subject- Computer

L-4 (Creating Tables in Word 2016)

Assess Yourself (Pg.47)

1. Tick (✓) the correct option

- a (ii)
- b (i)
- c (ii)
- d (iii)
- e (ii)

2.State whether the statement is true or False.

- A F
- B F
- C T
- D F

3. Match the following

- a. (iii)
- b. (iv)
- c. (i)
- d.(ii)

4. Answer in one word

- a. Insert
- b. Layout
- c. Double-Click
- d. Insert

5. Answer the following questions

Q1. Which key is used to move a cell on the left in a table in Word?

Ans. Shift+Tab

Q2. What is the purpose of table move handle.

Ans. Table move handle is used to select the entire table .

Q3. How many alignments are present in word 2016

Ans. There are four alignments are present in word 2016.

Q4. How will you enter data in a Table?

Ans. To enter data in a table , follow the given steps :-

- i) Click on the desired cell and type the data.
- ii) Use mouse or keyboard to move between the cells.

Q5. How will you insert a column into an existing Table?

Ans. To insert a column into an existing table, follow the given steps:-

- i) Right click in the cell where you want to insert the column.
- ii) Click on insert, then choose the appropriate Insert column option.

Q6. How can we enhance the look of a table?

Ans. We can enhance the look of the table by the following ways:-

- i) By applying borders and shading styles.
- ii) Modifying the color , style and width.
- iii) Changing alignment and layout.

Differentiate between

Q. Difference between Splitting and Merging.

Splitting	Merging
Divide one cell into multiple rows or columns.	Combines two or more cell into one single cell.

7. Application based questions

a. Disha should use a table in Excel to organise her work with numeric data.

b. Steps to customize a table and visually appealing:

- 1 Insert the Table.
- 2 Label the Columns like Name, Phone no., Email.
- 3 Style the Table accordingly by using Design tab.
- 4 Adjust Column Widths.
- 5 Align the text.
- 6 Make It easy to read by using bold text for headers.