

Microsoft Word Tables Quiz

Name: _____ Date: _____

Multiple Choice (Circle the best answer)

1. Which tab do you usually go to in Microsoft Word to insert a table?
 - a) Home
 - b) Insert
 - c) Layout
 - d) Design
2. If you want to add another row to the bottom of your table, you should:
 - a) Press Enter on your keyboard
 - b) Right-click and choose *Insert → Insert Rows Below*
 - c) Change the font size
 - d) Click Save
3. What are the small boxes inside a table called?
 - a) Cells
 - b) Pages
 - c) Columns
 - d) Boxes
4. A vertical set of cells in a table is called a:
 - a) Row
 - b) Column
 - c) Line
 - d) Cell
5. A horizontal set of cells in a table is called a:
 - a) Row
 - b) Column
 - c) Border
 - d) Grid

True / False

6. You can change the color of the table borders. (True / False)

7. You cannot merge two cells together in Microsoft Word. (True / False)
8. A table can be used to organize information neatly in rows and columns. (True / False)

Short Answer

9. What is one reason you might use a table in a school project?

10. Describe how you would delete a row from a table.
