Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

1. What is a table made up of in MS Word?
    a. Cells
    b. Lines
    c. Pages
    d. Paragraphs

Ans: a. Cells

Explanation: Tables are made up of cells arranged in rows and columns.

2. Which tab is used to insert a table in MS Word?
    a. Home
    b. Insert
    c. View
    d. Layout

Ans: b. Insert

Explanation: The Insert tab allows you to add tables to your document.

3. What is a vertical line of cells in a table called?
    a. Row
    b. Line
    c. Column
    d. Box

Ans: c. Column

Explanation: Columns are the vertical arrangement of cells in a table.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

4. Which option allows you to draw your own table manually?
    a. Quick Table
    b. Insert Grid
    c. Auto Table
    d. Draw Table

Ans: d. Draw Table

Explanation: The Draw Table option lets you design a custom table by drawing cells.

5. How can you insert a new row in a table?
    a. Right-click and choose Insert Row
    b. Click Add Table
    c. Use the Format tab
    d. Press Backspace

Ans: a. Right-click and choose Insert Row

Explanation: You can insert rows through the right-click context menu.

6. Which tab contains options for table formatting and layout?
    a. Insert
    b. Design
    c. Layout
    d. Review

Ans: c. Layout

Explanation: The Layout tab provides commands to edit rows, columns, and alignment.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

7. Which tool is used to remove specific borders in a table?
    a. Eraser
    b. Delete
    c. Border Clear
    d. Remove All

Ans: a. Eraser

Explanation: The Eraser tool removes unwanted borders in a table.

8. What does the "Insert Right" option do?
    a. Adds a row
    b. Adds a column to the right
    c. Deletes a column
    d. Splits a table

Ans: b. Adds a column to the right

Explanation: The Insert Right command adds a column next to the selected one.

9. What happens when you use "Merge Cells"?
    a. Combines multiple cells into one
    b. Divides one cell into many
    c. Deletes cell contents
    d. Copies cell content

Ans: a. Combines multiple cells into one

Explanation: Merge Cells joins selected cells together as a single cell.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

10. Which command is used to divide one cell into several cells?
    a. Merge Cells
    b. Combine Cells
    c. Cut Cells
    d. Split Cells

Ans: d. Split Cells

Explanation: Split Cells divide a single cell into multiple smaller ones.

11. Which option adjusts the column width automatically?
    a. AutoFit
    b. Smart Size
    c. Fit Window
    d. Cell Adjust

Ans: a. AutoFit

Explanation: AutoFit automatically resizes columns based on content.

12. How can you distribute all selected rows equally?
    a. Resize Rows
    b. Distribute Rows
    c. Align Rows
    d. Adjust Height

Ans: b. Distribute Rows

Explanation: Distribute Rows makes the row heights equal.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

13. Which alignment option centers text both horizontally and vertically in a cell?
    a. Align Top Left
    b. Align Bottom Center
    c. Align Center
    d. Align Right

Ans: c. Align Center

Explanation: Align Center places text perfectly in the middle of a cell.

14. What does "Text Direction" in the Layout tab do?
    a. Inserts pictures
    b. Aligns text left
    c. Changes font color
    d. Changes the direction of text

Ans: d. Changes the direction of text

Explanation: Text Direction rotates or changes the angle of text inside a cell.

15. What is the purpose of the "Sort" command in the Layout tab?
    a. Arrange data in order
    b. Merge data
    c. Delete data
    d. Format cells

Ans: a. Arrange data in order

Explanation: Sort arranges data alphabetically or numerically.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

16. What is the function of "Repeat Header Rows"?
    a. Repeat the header on every page
    b. Repeat all table rows
    c. Add a header row automatically
    d. Create a new table

Ans: a. Repeat the header on every page

Explanation: Repeat Header Rows ensures the first row appears on all pages.

17. What does "Convert to Text" do?
    a. Converts table into plain text
    b. Converts text to table
    c. Deletes the table
    d. Highlights text

Ans: a. Converts table into plain text

Explanation: Convert to Text removes the table format but keeps the data.

18. Which option allows calculations like SUM or COUNT in a table?
    a. Table Design
    b. Formulas
    c. Calculate Tool
    d. Functions

Ans: b. Formulas

Explanation: The Formulas command performs basic calculations in table cells.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

19. How can you apply predefined styles to a table?
    a. Use Table Styles in the Design tab
    b. Change font color
    c. Use Layout Options
    d. Add header rows

Ans: a. Use Table Styles in the Design tab

Explanation: The Design tab provides a gallery of ready-made table styles.

20. Which option allows you to modify a table's style?
    a. Change Style
    b. Edit Table
    c. Format Table
    d. Modify Table Style

Ans: d. Modify Table Style

Explanation: Modify Table Style lets you customize an existing table format.

21. What does the "Border Styles" option control?
    a. Appearance of table borders
    b. Font color
    c. Text direction
    d. Cell alignment

Ans: a. Appearance of table borders

Explanation: Border Styles define how table borders look.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

22. What is the use of "Line Style" in table borders?
    a. Inserts new column
    b. Changes border design pattern
    c. Deletes rows
    d. Adds shading

Ans: b. Changes border design pattern

Explanation: Line Style changes the pattern or look of the border lines.

23. What does "Line Weight" adjust?
    a. Height of rows
    b. Color of cells
    c. Thickness of borders
    d. Font weight

Ans: c. Thickness of borders

Explanation: Line Weight controls the width of table borders.

24. Which option allows you to change the color of table borders?
    a. Border Painter
    b. Pen Color
    c. Border Fill
    d. Shading

Ans: b. Pen Color

Explanation: Pen Color changes the border color of your table.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

25. What is the function of the "Border Painter" tool?
    a. Apply border formatting manually
    b. Draw pictures
    c. Add text
    d. Change font

Ans: a. Apply border formatting manually

Explanation: Border Painter lets you draw borders with specific styles.

26. Which tab contains the "Table Style Options" group?
    a. Insert
    b. Layout
    c. Design
    d. View

Ans: c. Design

Explanation: The Table Style Options group is found under the Design tab.

27. What does the "Header Row" option do?
    a. Highlights the first row
    b. Adds a title bar
    c. Adds a column
    d. Converts text to a table

Ans: a. Highlights the first row

Explanation: The Header Row is formatted differently and repeated if needed.

Name of the Bundle	IT Fundamentals Bundle	**Subject**	Fundamentals of Computer & MS Office V1
Topic	Tables in MS Word	**Last updated on**	16 June 2026

28. Which table style option applies formatting to the last row?

    a. Banded Rows
    b. Total Row
    c. First Column
    d. Grid Style

Ans: b. Total Row

Explanation: The Total Row option formats the bottom row for summary data.

29. Which of the following is a type of table available in MS Word?

    a. Plain Table
    b. Pivot Table
    c. Data Table
    d. Chart Table

Ans: a. Plain Table

Explanation: MS Word supports Plain, Grid, and List tables.