Microsoft Word 2019

Module 6 – Tables

Q & A  
(see answers on page 2)

1. To insert a blank table:
   1. Click the **Insert** tab, then choose **Table,** and drag across the number of rows and columns you need in your table
   2. Click the **Home** tab, then choose **Table,** and drag across the number of rows and columns you need in your table
   3. Click the **Layout** tab, then choose **Table,** and drag across the number of rows and columns you need in your table
   4. Click the **Design** tab, then choose **Table,** and drag across the number of rows and columns you need in your table
2. Tables can be inserted into documents with existing text.
   1. True
   2. False
3. Borders and Shading are only around your selection in a table.
   1. True
   2. False
4. To insert a blank row in a table:
   1. Select a row, then click the **Table Tools** contextual tab, **Layout** tab, then choose **Insert Above or Insert Below**
   2. Select a row, then click the **Insert** tab, then choose **Rows Above or Below**
   3. Select a row, then click the **Home** tab, then choose **Rows Above or Below**
   4. Cannot add rows once a table is inserted
5. Columns work the same way as rows. To add a column:
   1. Select a column, then click the **Insert**, **Layout** tab, then choose then choose Insert above or below
   2. Select a column, then click the **Table Tools** contextual tab, **Layout** tab, then choose then choose **Insert Above or Below**
   3. Select a column, then click the **Home** tab, **Layout** tab, then choose then choose **Insert Above or Below**
   4. None of the above

Answer Key

1. A

2. A

3. A

4. A

5. B