

**Course
&
Test Series**

Self-Made Assignment - MS Word

Cell Alignment, Delete Insert Rows and Columns in MS Word

Task 1:

Create a Table.

Insert a table with **5 rows** and **4 columns**.

1. Insert Data:

Name	Age	Department	Salary
Aarav Sharma	28	Marketing	₹ 6,00,000
Priya Gupta	32	HR	₹ 5,50,000
Vikram Singh	40	IT	₹ 8,00,000
Ananya Mehta	30	Finance	₹ 7,50,000
Raghav Patel	35	Operations	₹ 7,00,000

Task 2:

1. Delete a Row:

- a. Select the **second row** (Aarav Sharma's data).
- b. Delete the entire row.
- c. Now your table will have **4 rows**.

2. Delete a Column:

- a. Select the **"Age"** column.
- b. Delete the entire column.
- c. Your table will now have **3 columns**.

Task 3:

1. Insert a Row:

- a. Insert a new row **above** the last row (Raghav Patel's data).
- b. In the new row, add the following data:

Sameer Khan	29	Marketing	₹ 5,80,000
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2. Insert a Column:

- a. Insert a new column **between** the "Department" and "Salary" columns.
- b. Label the new column as **"Experience"**.
- c. Fill in the **Experience** data for each person:

Name	Age	Department	Experience	Salary
Aarav Sharma	28	Marketing	5 years	₹ 6,00,000
Priya Gupta	32	HR	7 years	₹ 5,50,000
Vikram Singh	40	IT	12 years	₹ 8,00,000
Ananya Mehta	30	Finance	6 years	₹ 7,50,000
Raghav Patel	35	Operations	10 years	₹ 7,00,000
Sameer Khan	29	Marketing	3 years	₹ 5,80,000

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Task 4:

1. Apply Table Formatting:

- Choose a table style from the Table Styles group under the Design tab in the Table Tools section.
- Apply a style that makes the table easy to read and visually appealing.

Save your document as "Word_Table_Assignment.docx"



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