

Class 6

Computer

Chapter 3

Book work

A. Fill in the blanks.

1. The key used for moving the cursor to the adjoining cell of a table is **shift** key.
2. The option used to insert pre-defined tables quickly is **Quick Tables**.
3. The **autofit** button can be used for resizing the width of the column.
4. When the column width is being changed, the arrow becomes **2 side** arrow.
5. The tab in which the table button is present is **insert**.
6. A column is a **vertical** series of cells in a table.
7. When you select a table , Design tab appears under **Table** tools.
8. The horizontal series of cells in a table is called a **row**.

B. Tick(✓) the correct option.

1. The Function key used for updating the total in a cell is. - **F9**
2. Table group is in the ___ tab. - **insert**
3. Intersection of a column and row is called a ____ . - **cell**
4. Which of the following is an option for resizing a table? - **all of these**
5. This option offers flexibility to automatically resize the column width, based on the different criteria. - **Autofit**
6. The Merge Cells option is available under the ___ tab. - **Layout**

C. State true or false.

1. No cells can be merged in a table in word. - **F**
 2. Columns can only be inserted on the right hand side of an existing column. - **F**
 3. The text which you already have in word cannot be converted to a table. - **F**
 4. The Shift + Tab keys are pressed to move to the next cell. - **F**
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5. The content is adjusted in the Table according to the content by the Autofit Contents. - **T**
 6. The cells in a table can be aligned as per the requirement. - **T**
 7. The existing text cannot be converted into a table. - **F**

Answer the following questions:

Q:1 Give the steps to increase the height of a row of a table in word?

- Ans:1.** Select the row of which to be changed.
2. Select the **table propert** the shortcut menu.
 3. The **table properties** dialog box appears.
 4. Click on the **row** tab and select **specify height** check box. Specify the height or click the spin arrows.
 5. Click **ok**.

Q:2 How are cells merged in a table?

- Ans: 1.** Select the cells that need to be merged.
2. Click on the **layout** tab.
 3. Select the cells, in the **merge** group,click **merge cells** options.

Q:3 How is a column inserted in a table?

- Ans: 1.** For adding a new column,click on the column adjacent to which the new column needs to be added.
2. The Table Tools appears on the ribbon.
 3. Click on the Layout tab.
 4. Either select **insert left** or **insert right** button under the **rows& columns** group. you will observe an empty column.

Q:4 Explain the concept of formatting?

Ans: Formatting improves the overall appearance of the table,This includes applying Various styles changing row height or column width,splitting cells, merging cells and border shading.

Q: 5 How is the total sum calculated in a table?

Ans : Enter the data in a table.select the **layout** tab.

2. Click in the cell where the result is to be displayed.select the **formula** button in the **Data** group.

3. The **formula** dialog box appears.

4. Note that the SUM formula is already displayed. Click **ok**

5.The result appears in the selected cell.

Q: 6What is the difference between split cells and merge cells?

Ans : A single cell can be split in to multiple cells whereas multiple cells can be merged in to a single cell.