SESSION : 9
CLASS : V
SUBJECT : COMPUTER
CHAPTER NUMBER:3
CHAPTER NAME :WORKING WITH TABLES
SUBTOPIC :Brain Developer

LEARNING OBJECTIVE :

To enable students to answer exercise questions.

A. Fill in the blanks.

1. The **Tab** key is used to move the cursor to the adjoining cell of a table.

2. The **Quick Table** option is used to insert a predesigned table in a word document.

3. A small hollow square at the bottom right corner of the table is called **Table resize** handle.

4. The **AutoFit Window** option adjusts the table according to the margins set on a window.

5. **Formatting** controls the overall appearance of a table.

6. **Splitting** a cell means dividing the selected cells into separate cells.

Section-B

A. Multiple-choice questions.

1 The intersection of a column and row is called a ……………………

 a. Border   b. Table   c. ✓ Cell

2. The Tables group is present in the ……………tab

 a. Layout   b. ✓ Insert   c. Home

3. Which key combination deletes the selected rows and columns from a table? a.

    Ctrl+Delete   b. ✓ Shift+ Delete   c. Alt+ Delete

4. Which function key is used to update the total in a cell?
  a. f7   b.f8   c. ✓ f9

5. Which among the following shortcut keys is used on the numeric keypad to select
    the entire table? a.Alt+6   b. ✓ Alt+5   c. Alt+4

Answer the following Questions

1. How is a table useful?

Ans: A table is an organized arrangement of text in the form of rows and columns.

2. State the difference between Table move handle and table Resize Handle

Ans:a) Table move handle is used to move the table where as Table Resize handle is used to resize a table.

b. Split cell and merge cells

   Ans: Splitting a cell means dividing the selected cell into

   separate cells where as merging the cells means combining

   two or more cells into a single cell.

3. What do you understand by the term "Formatting"?

   Ans: Formatting controls the overall appearance of the table.

4. Briefly explain the quick way in which you can change the column width in a table.

Ans: Select the column. Go to the **Layout** tab. From the **Table** group, click on **Properties** button.

- The **Table Properties** dialog box appears. Click on the **Column** tab.

- Select the **Preferred width** check box.

https://wordwall.net/resource/20524042

LEARNING OBJECTIVE :

Students will be able to answer exercise questions.

LEARNING OBJECTIVE :

Students will be able to answer exercise questions.

THANKING YOU

ODM EDUCATIONAL GROUP