SESSION : 6
CLASS : V
SUBJECT : COMPUTER
CHAPTER NUMBER:3
CHAPTER NAME :WORKING WITH TABLES
SUBTOPIC :CALCULATIONS IN A TABLE, UPDATE CALCULATIONS IN A TABLE

LEARNING OBJECTIVE :

To enable students to know how to do **Calculations in a table, update calculations in a table**

Recapitulation

APPLYING BORDERS AND SHADING:

- This feature can enhance the appearance of the table b applying borders and shading styles.

CONVERTING TEXT TO A TABLE:

- You can convert existing text to a table.

INSERTING PICTURE IN A TABLE:

- You can insert pictures in a table by selecting pictures option under illustrations group in insert tab.

- **CALCULATIONS IN A TABLE:**

You can perform calculations on the numeric data entered in a table. Click Layout tab.

Select formula button from the data group.

- **UPDATING CALCULATIONS IN A TABLE**

MS Word provides the facility to change the data or add new data in a table. To update the

total sum in a table:

Press **F9** key and observe that MS Word automatically updates the calculations.

LEARNING OUTCOME :

Students will learn how to do **Calculations in a table, update calculations in a table**

THANKING YOU
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