

SESSION : 7

CLASS : V

SUBJECT : COMPUTER

CHAPTER NUMBER:3

CHAPTER NAME :WORKING WITH TABLES

SUBTOPIC :BRAIN DEVELOPER

CHANGING YOUR TOMORROW

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.

B. State True or False.

1. Press Shift +Tab key to move to the next cell. **(False)**
- 2 Clicking on the Table Move Handle will select the entire table. **(True)**
3. You can insert columns only to the left side of the selected column.
(False)
4. AutoFit Contents option adjusts the column width according to the data entered. **(True)**
5. Cells cannot be merged in a table. **(False)**
6. We can add a row or column In a table by clicking on the + sign. **(True)**

C. Application-based questions.

1. The teacher has asked Rohan to enter his test marks In a table.

Site asked him to calculate his total marks. Which option should he use to find the total marks?

Ans: Autosum

2. Ishita has designed her weekly study schedule in a tabular format.

She wants to enlarge the size of the table. Suggest a quick way to reset the table.

Ans: By using Table resize Handle

LEARNING OUTCOME :

Students will be able to answer exercise questions.

THANKING YOU
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