

SESSION : 9

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.

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 thetab

- 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

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>

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THANKING YOU
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