

**PARAGON CONVENT SCHOOL**

**SECTER 24 B CHANDHIGARH**

**CLASS 6**

**CH- 3 WORKING WITH TABLES IN MS WORD 2010**

**BRAIN DEVELOPER**

A. Fill in the blanks:

1. **Tab** key is used to move the cursor to the adjoining cell of a table.
2. The table button is present on the **insert** tab.
3. **AutoFit Window** is one of the three options in the Auto Fit drop-down menu.
4. The **Fixed Column Width** option adjusts the table according to the margins set on a window.
5. While changing the column width, the pointer changes to **double-headed arrow**.

B. State true or false:

1. Press Shift + Tab key to move the cell. **False**
2. Clicking on the table Move Handle will select an 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**

C. Multiple choice Questions:

1. The intersection of a column and row is called a \_\_\_\_\_.  
a) Border                      b) Table                      c) **Cell**
2. While performing calculations, the default formula that gets displayed in the formula dialog box is \_\_\_\_\_.  
a) Multiplication              b) **Sum**                      c) Average
3. Which key combination moves the cursor to the previous cell?  
a) Tab +Alt                      b) **Shift + Tab**              c) None of these

4. Which function key is used to update the total in a cell?

a) F7

b) F8

c) F9

D. Answer the following Questions:

Q 1.Explain any one method to insert a table in a Word document.

Ans. There are two methods to insert a table in a Word document:

1. Using Table Grid.
2. Using Insert Table dialog box.

1. **Using Table Grid:**

- Click on the Table button in the Tables group on the Insert tab.
- Drag the mouse pointer over the grid and cover the number of rows and columns you want in the table.
- The table will be inserted in the working area.

Q 2. How will you insert a column in a table?

Ans. Word provides the facility to add new columns to the right or left of any existing column.

To add a column:

- Click on the top border of the column adjacent to which you want to insert a new column.
- Click on the layout tab in Table Tools tab. Click either on the Insert Left or Insert Right button in the rows and columns group. An empty column is inserted in the table as per the chosen option.

Q 3. Describe the method to delete row(s) and column(s) in a table.

Ans.To delete rows and columns:

- i) Select the row and column that you want to delete.
- ii) Click on the Layout tab, under the Table Tools tab.
- iii) Select the Delete option in the Rows and column group. A list of options appears.
- iv) Choose the Delete Rows or Delete Columns option in the drop-down menu.

The selected rows and columns will be deleted.

Q 4. How will you calculate the sum in a table?

Ans. To calculate sum in a table:

- i) Select the layout tab.
- ii) Click in the cell where the result is to be displayed. Select the Formula button in the Data group.
- iii) The formula dialog box appears. Note that the SUM formula is already displayed. Click Ok.
- iv) The result appears in the selected cell.

Q 5. What is the use of Split cells option?

Ans. Splitting a cell means dividing the selected cell into separate cells.

Q 6. Briefly explain the way by which you can change the column width in a table.

Ans. You can resize the column width either by using the option available on the Layout tab or using mouse pointer.

- i) Select the column whose width you want to change.
- ii) Click on the Layout tab.
- iii) Select the Properties button in the Table group. The Table Properties dialog box appears.
- iv) Click on the Column tab.
- v) Select the Preferred width check box. Now, increase or decrease the column width either by using the arrows or type in the specific values to see the width. Click ok.