

Note- Write the notes in fair copy.

Chapter – 4

Tables In MS Word 2007

Subject – Computer

Class – V

Note – Write the given notes in fair copy.

I- Think and tell-

1) What is a row?

Ans- The horizontal data in a table is called row.

2) What is merging of cells?

Ans- Combining two or more cells in the same row or column into a single cell is called merging.

II- Quiz-

1) Name the button used to insert a blank row above the selected row.

Ans- Insert Above button is used to insert a blank row above the selected row.

2) Which option is used to the mathematical calculations in MS Word?

Ans- Formula option is used to do mathematical calculations in MS Word.

III- Very short answer-

1) Which key is used to move to the next cell?

Ans- Tab key is used to move to the next cell.

2) What is a column?

Ans- The vertical data in a table is called column.

IV- Short answer questions –

1) Write the steps to merge cells of your table.

Ans- 1) Select the cell you want to merge.

2) Click the Layout tab.

3) Click merge cells from merge group.

2) What are Table Styles?

Ans- Table Styles is an inbuilt facility of MS Word for changing the look, colour and design of the borders of a table.

V- Long answer questions –

1) How do you insert a table in your document?

Ans- 1) Click Insert tab on the ribbon.

2) Click Table from the Tables group.

3) Click Insert Table option.

4) Specify the number of rows and columns in the dialog box.

5) Click Ok button.

2) Write the steps to solve simple expressions.

Ans- Steps to solve simple expressions –

1) Click the Layout tab.

2) Click in the required cell to get the result.

3) Click Formula from Data group.

4) Write the mathematical expression in the Formula box

5) Select the number format in which you want to display the result.

6) Click Ok button.