Class VI Computer Chapter 2-Tables in MS word 2010

1. Tick the correct answer.
   1. iii
   2. iii
   3. i
   4. i
   5. iii
2. Answer the following as true or false.
   1. F
   2. F
   3. T
   4. T
   5. T
3. Match the following.
   1. V
   2. I
   3. Iv
   4. Ii
   5. Iii
4. Fill in the blanks.
   1. Pen
   2. Top
   3. Edges
   4. Table style
   5. F9
5. Very short answer type question.
   1. Table
   2. Column
   3. =SUM( )
6. Short answer type questions.
   1. Table is a collection of rows and columns. Where the data (information) are stored in prober manner. There are three ways to create table in MS Word
      1. Table tool: we can move the mouse over grid line and click the mouse at the desire number of rows and columns.
      2. Insert table: we need to manually enter the number of rows and columns in a dialogue box and click ok button, the table will be inserted automatically.
      3. Draw table: in this the mouse cursor changes into pencil shape and we can draw the table on screen.
   2. To Insert new column steps are:
      1. Click in any of the column cell where you want to insert new column
      2. Click on layout tab under the table tools.
      3. Click insert left or insert right option from the row and columns group.
   3. MS word 2010 offers some pre-formatted table styles which can be applied directly on the inserted table. This feature automatically changes the border style, shading color, font style, column width , etc. to enhance the looks of your table. To apply the table style:
      1. Select the table to be formatted.
      2. Select design tab under table tools.
      3. From the table style option group select a predesigned format that suits to the table contents.
      4. The applied design can be modified by customizing the design.
   4. Yes it is possible to perform calculation in a table row wise or column wise.
      1. Click in the last cell of the row or column where you want to get the total.
      2. On the layout tab in table tools, click formula (ƒx) option in the data group.
      3. The formula dialog box appear
      4. To calculate row-wise sum of number data formula is =SUM(left) and column wise sum formula is =SUM(above)
   5. Data stored in a table can be arranged in ascending order or descending order on the basis of any field in the table. The process of rearranging the data records is called data sorting.
7. Application oriented questions:
   1. She can follow the steps to insert new column option.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Name | Hindi | English | Maths | Science | Computer | Total |
| Ajay | 23 | 44 | 56 | 55 | 56 | Click here |
| Aryan | 33 | 45 | 43 | 43 | 78 |  |

He can click on the cell where he wants to get result of the first student Ajay

And follow the steps:

* + 1. On the layout tab in table tools, click formula (ƒx) option in the data group.
    2. The formula dialog box appear
    3. To calculate row-wise sum of number data formula is =SUM(left)
  1. He can use insert table option of MS word or Table tool option under insert tab and table option. Because storing the data in the form of row and column will organize the data in proper manner.