

WORD PROCESSOR: TABULAR PRESENTATION

CHAPTER 3

CLASS VI

II. Fill in the blanks:

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- a) Rows and columns
- b) Table tool
- c) Cursor
- d) Horizontally
- e) Gridline

III. Mention the shortcuts keys for the following:

- a) ctrl + L
- b) ctrl + R
- c) ctrl + E
- d) ctrl + J

IV. Name three types of vertical alignment:

- a) Top
- b) Center
- c) Bottom

V. Name three types of horizontal alignment:

- a) Align text left
- b) Align text right
- c) Align Center text

SUBJECTIVE:

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I. Write short notes on the following:

1. **Cell:** Cells are the boxes in the rectangular or square shape created by intersecting of rows and columns
2. **Resizing a table:** The resizing of a table means to decreasing or increasing the table size proportionately.
3. **Merging and Splitting of cells:** Merging cells means to combine cells by converting one or more cells into a single cell. Splitting cells means to divide a single cell into a number of small cells, it is the reverse of merge cells.
4. **Cell alignment:** A cell alignment means to specify the position of the data / text placed within the boundary of a cell.

II. Write all the steps to perform the following tasks:

1. Creating a table:-

To create a tables in MS Word follow the steps:

- i. Place the cursor on the document where the table is to be created.
- ii. Click the '**Insert**' button which is available on the menu bar.
- iii. Select '**Table**' and then '**Insert Table**' from the drop-down list.
- iv. Enter the number of columns and rows in the '**Insert Table**' window.
- v. Click '**OK**'.

2. Deleting a column in a table:-

To delete a column in a table follow the steps:

- i. Select the column that is to be deleted.
- ii. Click the '**Layout**' button under the '**Table Tools**' option which is available on the menu bar.
- iii. Select '**Delete**' and then an appropriate option (Delete Column) from the drop-down list.

3. Inserting a row in a table:

To Insert a row in a table follow the steps:

- i. Place the cursor on cell where the row is to be inserted.
- ii. Click '**Layout**' button under the '**Table Tool**' option.
- iii. Select the appropriate option i.e. '**Insert Above or Insert Below**'.



4. Merging Cells in a table:-

To merge cells in a table follow the steps:

- i. Select the cells which are to be merged.
- ii. Click '**Layout**' button under the '**Table Tool**' option.
- iii. Select the option '**Merge Cells**'.

5. Changing the row height in a table:-

To change the row height follow the steps:

- i. Select a cell or cells of the desired table.
- ii. Click the '**Layout**' button from the '**Table Tools**' option.
- iii. In the '**Cell Size**' area, select the  or  to change the height of the row.

6. Adding borders to a table:-

To add border to a table follow the steps:

- i. Select the cell or cells where a border is to be added.
- ii. Click the '**Design**' button from '**Table Tools**' option.
- iii. Select the desired border type from the drop-down list in the '**Border**' button.

INSIDE QUESTIONS

1. What is a table?

Ans: A table is an arrangement of organised information i.e. text / numbers in a row and column format.

2. What is a cell?

Ans: A cell is the smallest unit of a table that is formed at the intersection of a row and column.

3. What is Matrix?

Ans: A rectangular arrangement of data in the form of horizontal and vertical lines is called a 'Matrix'.

4. What do you mean by editing tables in MS Word?

Ans: Editing is an important task where we can make changes to a table as per our need.

5. Name some major task which helps in editing table.

Ans: Some of the major task which helps in editing table are:

- Inserting rows and columns
- Deleting rows and columns
- Changing row height
- Changing column width

6. Name the different types of alignment.

Ans: The two types of alignment are

- Vertical Alignment
- Horizontal Alignment

7. Define vertical alignment.

Ans: The arrangement of the text or data in an upright direction in the selected cells is called vertical alignment.

8. Define horizontal alignment.

Ans: The arrangement of the text or data within the same level of the selected cell / cells is called horizontal alignment.

9. How are the text aligned in a table?

Ans: By default the text are aligned to the left in a table.

10. Where is the 'Table Tools' option present in MS Word?

Ans: By default the 'Table Tools' option is not available on the ribbon area. It is only available when a table is selected.

11. Name the short cut keys used in MS Word.

Ans: Short cut keys used in MS Word.

- To open a new document → ctrl + N
- To open an existing document →ctrl + O
- To save a opened / existing document →ctrl + S
- To move a block of text from one place to another → ctrl + X
- To make a duplicate copy of a block of text → ctrl + C
- To attach a copied block of text in the desired location →ctrl + V
- To cancel the previous action → ctrl +Z
- To revert the action taken by the undo button → ctrl + Y