

Answer Sheet:-

A) Fill in the blanks:-

- 1) Microsoft Word table
- 2) Table
- 3) Context menu
- 4) Alignment positioned
- 5) Horizontally

B) Define the terms:-

- 1) Cell- The intersection of row and column is called a cell.
- 2) Column- The vertical arrangement is called a column.
- 3) Row- The horizontal arrangement of data is called a row.
- 4) Table- The arrangement of data in rows and columns is called a table.

C) Answer the following questions:-

- 1) Tab key and arrow key are used to move from one cell to another.
- 2) Merging cells
To merge means to combine or join. We can join two or more cells into a single cell. This feature is used to create headings that cover more than one column.
Splitting cells
Splitting cell is the opposite of merging cells. When we split a cell we divide it into two or more cells that text of the month original cell appears in the first cell of the split cell.
- 3) Alignment determines how the text or number is positioned in a Cell.
There are two types of alignment of data in a cell -
 - Vertical alignment and
 - Horizontal alignment.
- 4) When we type text in a table cell, it appears by default horizontally which we can change in vertically. This is called Changing Text Direction.
- 5) Vertical alignment
Vertical alignment determines whether the text is placed at the top Centre or bottom of a cell.
Horizontal alignment
Horizontal alignment determines whether the text is placed to the left Centre or right of a cell by default the text is aligned to the upper left of a cell.

D) Write steps:-

- 1) To create a table:-
 - Click on the insert tab.
 - Click on table.
 - Drag the mouse pointer to select rows and columns.
 - Click on the last square of the selected range to insert a table in our document.
- 2) To change cell alignment:-
 - Right click and select the cell alignment option.
 - Choose the alignment option we want.
- 3) To change the text direction:-
 - Right click and select option text direction.
 - Text selection table cell dialogue box appears. We have to choose direction option we want.
 - Click on Ok. The direction of the text will be changed.

Exercise from the text book:-

A) Tick(✓) the correct answer:-

1. C
2. B
3. B
4. D

B) Tick(✓) the things that can be done to a table in Microsoft Word 2010.

1. Add rows
2. Merge cells
4. Delete columns
6. Split a cell

C) Answer these questions.

- 1) The arrangement of data in rows and columns is called a table.
Tables are used to organise and present data in a neat and ordered way
they are used for displaying data in an easy-to-read format.

3) To insert a row-

- Click on the cell when the row is to be added.
- Click on the layout tab.
- In the rows and column group click on any one of these options.
 - Insert above to insert a row above the selected cell.
 - Insert below to insert a row below the selected cell.

4) To delete a column from a table in a document-

- Click on the cell where a column is to be deleted.
- Click on the layout tab.
- In the rows and columns group click on delete a drop down list appears.
 - Delete cells
 - Delete columns
 - Delete rows
 - Delete table
- Click on the delete column option from the list.

5) To resize a table:-

- Move the pointer on the table until the resize handle appears on the lower- right corner.
- Press the left mouse button and drag until the table is of the size you want.

6) Refer to page 32

-----The End-----