

Class 6

Subject - Computer Science

Topic - Tabular Presentation in Microsoft Word

Synopsis:-

- Tables are used to organise and present data in a neat and ordered way.
- You can insert and delete a row or column in a table.
- You can change the row height and column width in a table.
- To merge cells means to combine two or more cells into one cell.
- To split a cell means to divide it into two or more cells.
- You can increase or decrease the size of a table
- You can enhance the appearance of a table by applying borders and shading.
- Vertical and horizontal alignment determines how data is placed in a Cell.

Worksheet:-

A) Fill in the blanks:-

- 1) A _____ can have unlimited rows and maximum of 63 columns.
- 2) After entering the data in a _____ we can make changes in it if we need to.
- 3) We can also use the _____ to insert rows columns and cells.
- 4) _____ determines how the text or numbers are _____ in a Cell.
- 5) When we type text in a table cell it appears _____.

B) Define the terms:-

- 1) Cell
- 2) Column
- 3) Row
- 4) Table

C) Write steps:-

- 1) To create a table (anyone)
- 2) To change cell alignment.
- 3) To change the text direction.

D) Answer the following questions:-

- 1) Name two keys through which we can move from one cell to another.
- 2) What is the main difference between margin cell and splitting cell?
- 3) What is cell alignment? Name two types of alignment.
- 4) What is the changing of text direction?
- 5) Write the differences between vertical alignment and horizontal alignment.

Exercise from the textbook:-

A, B, C (1, 3, 4, 5, 6)

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