

CLASS 5
COMPUTER
UNIT 6

EXERCISES

1. MCQs.

a. What is the minimum number of rows and columns that a table can have?

- (i) Zero (ii) 2 Rows and 1 Column
(iii) 2 Rows and 2 Columns (iv) 1 Row and 1 Column

Ans. (iv) 1 Row and 1 Column

b. What are vertical sections of table called?

- (i) Rows (ii) Columns (iii) Cells (iv) Boxes

Ans. (ii) Columns

c. What are the boxes in a table called?

- (i) Cells (ii) Tables (iii) Values (iv) Columns

Ans. (i) Cells

d. By default, the text in the cell is aligned to the_____.

- (i) Left (ii) Right (iii) Centre (iv) None of these

Ans. (i) Left

e. What is combining two or more adjacent cells to form a single cell called?

- (i) Combining (ii) Joining (iii) Merging (iv) None of these

Ans. (iii) Merging

2. True (T) or False (F).

- a. An entire table can be selected by clicking the four-headed arrow (cross-head) in the top-right corner of the table.-T
b. A table once created cannot be modified.-F
c. The Layout tab can be used to delete rows, columns or cells from a table.-T
d. You cannot add columns once a Table is inserted into a document.-F
e. Merging Cells involves combining two or more adjacent cells to form a single cell.-T

3. Fill in the blanks.

- a. To create a table in MS Word document, click on **INSERT** tab.
b. You can change the table style using the **Table Styles** group of the DESIGN tab.
c. To change the alignment of text in a cell, click the **LAYOUT** tab.
d. The Picture option is available in the **Illustrations** group of the Insert tab.
e. To change the column width, click the **LAYOUT** tab.

4. Answer the following.

a. What are Tables?

Ans. **Tables** are a useful means to organise and present data in the form of rows and columns. We can nest tables within tables too. A table may also be used to organize a simple list into rows and columns.

b. State any two ways to create a table in MS Word 2013.

Ans. Two ways to create tables are:

- Using the **Draw Table** feature.
- Using **Quick Tables** option.

c. Define a row and a column.

Ans. The vertical series of cells in a table are called **columns** and the horizontal series of cells in a table are called **rows**.

d. How do you Split Cells in a Table?

Ans. Splitting cells is opposite to the functionality of merging, where a cell is split into more than one cell. This helps in designing complex pattern of a table. The figure below shows an example of a table and the split effect of a cell in the table.

The steps to split cells are as follows:

1. Select the group of cells from a Table to be merged.
2. Click on the **LAYOUT** tab.
3. In the **Merge** group, click on the **Split Cells** option. The **Split Cells** dialog box appears.
4. Specify the number of columns and rows, and then click on **OK**.

e. State the steps to change the column width.

Ans. *By dragging the boundary of the cell or the column or row the height/width of the cell can be changed.*

f. How can you delete an entire table in MS Word?

Ans. To delete an entire table, Select the table.

Under **Table Tools**, on the **LAYOUT** tab, in the **Row & Columns** group, click the **Delete** button and then click

Delete Table option.