**GREENWOOD PUBLIC SCHOOL, ADITYAPURAM**

**OUR MOTTO-DEVELOPMENT WITH DELIGHT**

**CLASS-V SUBJECT- COMPUTER**

**TERM-1 SYLLABUS**

**Chapter-3**

**Working with Tables in MS word**

**Answer the following Questions:-**

**Q-1 Define a cell and a table.**

Ans Cell = The intersection of rows and columns is called cell.

Table =A grid of cells arranged in rows and columns is known as a table.

**Q-2 Write two ways to move forward and backward from one cell to another in a table**

Ans 1.Place the cursor in the desired cell where we want to enter data, Type the text in the cell.

2.Tab key is also used to move forward from one cell to another and shift+tab key is used to move backward.

**Q-3 Explain the quick tables feature in MS word.**

Ans The Quick table option provide templates to create a table we can select any of the given layout and modify and enter data of our own choice.

**Q-4 What is the use of merging and splitting the cell?**

Ans Merging = Merging cells combine two or more cells to create one large cell.

Splitting= Splitting divides one cell in to many cells.

**Q-5 Explain the three options of the Autofit Button.**

Ans 1. Autofit content = It adjusts the column width as or the content entered.

2. Autofit window = This alternative will modify the table as per the margins set on a window.

3. fixed column width= The width of the column is fixed and content is wrapped in the same cell.

**Write the steps to perform the following:**

1. **Delete rows and columns.**
2. Select a row or a column that we wish to delete.
3. Right click the mouse . A context menu will appear.
4. Select delete cells
5. The delete cells dialog box will appear. Select delete entire row or delete entire column.
6. Click on OK.
7. **Merge cells**
8. Select the cells that we wish to merge.
9. The layout tab under table tools appears.
10. Click on merge cells button in the merge group.
11. The selected cells will merge and appear as one.
12. **Apply border and shading to a table**
13. In the border group, Click on the borders button A drop down menu will appear.
14. Select any one of the style from the menu.
15. Select the colour for the line if we want coloured border from the colour drop down list.
16. To give some effects to the table, click on shading tab. Select a colour from the fill field.