



A. Multiple Choice Questions.

- The intersection of a column and a row is called a :
 (a) border (b) table (c) cell
- Tables group is present on the _____ tab.
 (a) Layout (b) Insert (c) Home
- Which of the following options lets you combine together two or more selected cells in a table?
 (a) Merge cells (b) Split cells (c) Insert cells
- Which tab contains options to apply different table styles to a table?
 (a) Design tab (b) Home tab (c) Layout tab
- To select the entire table, click on the :
 (a) Sizing handle (b) Select handle (c) Move handle

B. Fill in the blanks.

- The Table button is situated in the INSERT tab.
- The TAB key takes the cursor to the next cell.
- While changing the column width, the pointer changes into DOUBLE LINE WITH INTERSECT ARROW
- Merging cells is the opposite of SPLIT cells.
- The DESIGN tab has various table styles that let you format the table quickly.



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C. State True or False.

- We can insert new rows only at the end of the table. FALSE
- We can add borders around the table or around a selected group of cells. TRUE
- A 5 × 6 table means it has 5 rows and 6 columns. FALSE
- Cells are formed at the intersection of rows and columns. TRUE
- Press Shift + Tab key to move to the next cell. TRUE

D. Write one word for the following.

- This tab contains options to apply a style to a table. DESIGN
- Intersection of rows and columns. CELL
- It means dividing the selected cell into separate cells. SPLITTING
- It means enhancing the appearance of our table. FORMATTING

(1) Explain the term table?

Answer: A table is a data structure that organizes information into rows and columns. A table can be defined as a collection of related records. The tables consist of rows and column. The columns of the table are called Fields. The rows are called Records.

(2) Write the steps used to create a table using the Insert Table dialog box.

Answer:

- Click on Table from the menu bar. Select Insert, and then Table.
- Enter the desired number of rows and columns.
- Choose AutoFit behavior if you want the table's cells to automatically expand to fit the text inside them.
- Click OK to insert your table.

(3) Write the steps of inserting a column in a table?

Answer:

- Step 1: select a column.
- Step 2: right click on it.
- Step 3: go to "insert" option.
- Step 4: click the "insert column to right/left"
- Step 5: column appears.

(4) Discuss the two ways by which you can change the row height in a table?

Answer:

- Adjusting Table Row Height
- Select the table row whose height you want to specify.
- Choose the Cell Height and Width option from the Table menu. ...
- In the Height of Row box, select the way you want row height to be determined. ...
- If you selected At Least row height or exactly row height, specify a measurement in the at dialog box.

(5) How can you add borders around a table?

Answer:

- Use the Border Styles gallery to add a border
- Click in the table, and then click the Table Move Handle to select the table. The Table Tools Design tab appears.
- Click Border Styles and choose a border style.
- Click Borders and choose where you want to add the borders.