



LITTERA PUBLIC SCHOOL

CLASS V

COMPUTER

CHAPTER 5

MS Word: Working with Tables

Difficult words:-

1. Organization
2. Representing
3. Effective
4. Column
5. Inserting
6. Navigation
7. Selection
8. Merging
9. Splitting
10. Design
11. Alignment
12. Unwanted
13. Layout
14. Predefined
15. Splitting

Exercise



A. Choose the correct answer.

- A cell is the intersection of Row and column.
 - Height, width
 - Row, column
 - Column, page
 - None of these
- A table can be drawn using all of the method.
 - Grid option
 - Insert Table dialog box
 - Draw Table
 - All of these
- Shortcut key for moving to the first row in a table is Alt + Page Up.
 - Alt + Page Up
 - Alt + Page Down
 - Home
 - None of these

B. Fill in the blanks.

Action (to perform in a table)

- Move to last row
- Move to next cell
- Move to previous cell
- Move to one row up
- Move current row down
- Move the cursor to the first column

Shortcut Key

- Alt + Page Down
- Tab
- Shift + Tab
- Up Arrow
- Alt + Shift + Down Arrow
- Alt + Home

C. Match the following.

Column-I

- Move to last column
- Delete selected column
- End, then Shift + Home
- Select current cell
- Move to one row down
- Alt + Shift + Up Arrow

Column-II

- Select content of current cell (3)
- Alt + End (1)
- Shift + Delete (2)
- Move current row up (6)
- Shift + End (4)
- Down Arrow (5)



D. Tick (✓) the correct statement and cross (✗) out the wrong one.

- You can add rows & columns in a table.
- Using Grid option, we can insert a table of maximum 10 columns & 8 rows.
- Table tools contain some predefined sets of table designs & layouts.
- On the text in the table, you can apply text formatting.
- After creating a table unwanted rows & columns cannot be deleted.

E. Answer the following questions,:

1. What is a table?

Ans. Tables are used to represent a given data in the form of row and columns. It is very useful in organizing and representing the data in an effective way.

2. Define the following:

a) Rows- A row is the horizontal series of cells in a table.

b) Columns – A column is vertical series of cells.

c) Cell- The intersection of a row and a column makes a rectangular box called a cell.

3. Write the shortcut keys to delete a row and a column in a table.

Ans. The shortcut keys to delete row and column is : Shift+ Delete.

F. Write the steps for the following:-

1. To merge the cells:

Ans. The steps to merge the cells are:

Step 1- Select the cells that we want to merge.

Step 2- Click on the Layout tab.

Step 3- In the Merge group, click on the Merge Cells button.

2. To split a cell in two or more cells:

Ans. The steps to split a cell into two or more cells are:

Step 1- Click in the cell that we want to split.

Step 2- Click on the Layout tab.

Step 3- In the Merge group, click on the Split Cells button. The Split Cells dialog box appears.

Step 4- Enter the number of columns and rows into which we want to split the selected cell.

Step 5- Click on OK button.

G. Write a shortcut key for the following.

1. To move to one row down : Down Arrow

2. To select an entire table: Alt+ 5

3. To select a row: In first column, press Alt+ Shift+ End

**4. To select a column: In first row, press Alt + Shift+ Page
Down.**