

Subject - Computer Assignment Question & Solved Answer
Chapter – 4(Tables in Ms Word)

Exercise:-

A. Choose the correct answer: -

1. Which term is used for intersection of a column and a row? – **c) Cell**
2. Which group is used to insert a table in a word document? – **d) Table**
3. Which of the following is used to select a table? – **a) Table move handle**
4. Which key in the keyboard is used to move to the next cell in row? – **c) Right arrow key**
5. Which option is used to resize a table? – **b) AutoFit**
6. Which menu is used to insert and delete rows and columns in a table? – **c) Table tool menu**
7. Which group shows a gallery of styles? – **c) Table styles.**

B. Fill in the blanks: -

1. A **row** is the horizontal arrangement of data and a column represent the vertical arrangement.
2. If you want to go to the previous cell in a row, press the **shift + tab** key.
3. You can convert written text to a table by selecting the **convert text to table**.
4. You can delete a row or a column by simple selecting the row or the column and press **shift + del** key on the keyboard.
5. A small square visible at the bottom right corner of the table is called **table resize**.

C. **True or false it's your home task.**

D. **Write keyboard shortcuts (to move in a table) for the following: -**

1. Previous cell in a row – Shift + tab or left arrow key
2. First cell of the row – Alt + home
3. Last cell of the row – Alt +end
4. Previous cell in a column – Up arrow key
5. Next cell in a column - Down arrow key

E. Answer to the questions:

1. Define the term:
 - a) Table: - Arrangement of text in an organised manner in the form of rows and columns is called table.
 - b) Row:- A row is the horizontal arrangement of data.
 - c) Column: - A column is the vertical arrangement of data,
 - d) Cell: - An intersection of row and a column s called cell.
2. What is the maximum font size you can apply for any character or Text?
Ans; - 1638 font size.
3. What is the default file extension for all word documents?
Ans: Doc file.
4. What type of file indicates the files is a word document?
Ans: doc. File.
5. In document what is the maximum number of columns that can be inserted in Ms – Word table?
Ans: - 63 columns.
6. Why do we need Table? Or Define table.

Ans: Arrangement of text in an organised manner in the form of rows and columns is called table.

7. How can you insert and do you create a table on a Ms word document?

Ans: To create or insert a table on a Ms Word document –

- i) Go to the insert tab.
- ii) Click on table from the menu bar.
- iii) The dialog box opens on the screen.
- iv) Choose the number of columns and rows.
- v) The selected numbers of column and rows is displayed on the screen.

8. Write any five keyboard shortcuts to move any table.

Ans: i) Previous cell in a row – Shift + tab or left arrow key

ii) First cell of the row – Alt + home

iii) Last cell of the row – Alt +end

iv) Previous cell in a column – Up arrow key

v)Next cell in a column - Down arrow key