

Chapter-8

Working with Table

Question/Answer

What is the use of Header row?

Header row is used to identify each rows and columns. In of the table. Column letter or Column label are written.

What is cell address?

Cell address is used to identify or locate any cell. Cell address made up of column letter and then row number.

What is a table? What are the

Often we need to insert information in tabular form with proper headings. Writer also supports tables by providing options to create and

insert table in the document.

A table is an arrangement of texts in the form of columns and rows. A table can be useful for enhancing the document.

Components of table -:

Rows - Rows are represented horizontally in the table. It demonstrates all values for a record.

Columns - Columns are represented vertically in the table grid. It specifies same type of data for all records (Rows).

Cell - The Intersection of a column with a row is called cell. We write a data in the table cell.

Give two ways of adding a table in the word document?

Ans 1 The two ways of adding a table in word document are -:

a) Click on Table $\rightarrow$ Insert Table

b) Click Table icon () on the standard toolbar.

What values must be inserted in Insert Table dialog box to create a table

Click table $\rightarrow$ Shows out table to open Insert table dialog box set values in the dialog box Name, Columns, Rows, Headings

Give steps to open Insert Table dialog box using Table icon standard toolbar

Step 1 Click on Table icon on the standard toolbar to open a grid

Step 2 Keeping the left mouse button, click and drag the mouse to select no. of rows and columns in the table.

Step 3 Release the mouse button to insert the table

Give three ways to move to the next after you have finished typing in the current cell.

The three ways to move to the next cell after we have finished typing in current cell are:-

- ① To enter data in the cell, take our mouse to the cell, click anywhere inside the cell to get the cursor and start typing.
- ② We can move to the next cell after finishing typing in current cell by either clicking on Tab key or clicking our mouse inside it.
- ③ We can also use the arrow keys to move between the cells.