

Chapter-8

Working with tables

Q-1 What is header row?

Ans1 Header row is used to identify each column of the table. On the header row, column letter or column titles are written.

Q-2 What is cell address?

Ans2 Cell address is used to identify or locate any cell. Cell address is made up of column letters and then row numbers.

Q-3 What do you understand by print preview?

Ans3 Print preview is the option available on the standard toolbar to see how the document should look on the paper. We can use print preview before taking the final printout of the document.

Q-4 What is ~~the~~ a table? What are the different components of table?

Ans Often we need to insert information in tabular form with proper headings. We can also insert table by providing options to create and insert in the document.

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

• Component of Table:-

(i) Rows: Rows are represented horizontally in the table grid. It demonstrates all values for a record.

(ii) Column: Columns are represented vertically in the table grid. It specifies same type of data for all records (rows).

(iii) Cell: The intersection of a column with a row is called cell. We write the data in the table cell.

Q-5 Name any three things you can do to modify a table that has already been created.

Ans Once we have created a table we can do the following task to modify the table.

(i) Inserting a row/column:-
Table Toolbar provides Insert option to insert row or column.

(ii) Deleting a row/column:-
After inserting the table, table toolbar provides options to delete a specific row or a specific column.

(iii) Delete the Table itself:-
Table toolbar gives the option to delete the table itself.

(iv) Formatting the Table:-
We can provide a gallery of pre-formatted table styles as well as different options on the table toolbar to format the table as per our desire.

(v) Modify the Table Content:- Table toolbar also provides option to change table's cell data in other format.

Q-6 Give 3 ways to move to the next cell after you have finished typing in current cell.

Ans- The 3 ways to move to the next cell after we finished typing in current cell are -

→ To enter data in the cell, take our mouse to the cell, ~~click~~ click anywhere inside the cell to get the cursor and start typing.

→ We can move to the next cell after finished typing in current cell by clicking on tab key or clicking our mouse inside it.

→ We use arrow keys to move between the cells.

Q-7 Give three ways of adding a table in the written document?

Ans- 2 ways of adding a table in written document are -

(i) Click table → Insert Table

Click on table option and a list will appear select the insert table option to insert a table.

(ii) Click table icon on the standard toolbar.

We can also insert table by clicking on the table icon located at the bottom. After that we click on more options, the insert table dialog box will appear. By adjusting the values we can create our table.

Q-8 What values must be inserted in insert table dialog box to create a table?

Ans- Follow these steps to insert a table using table menu option.

Click table → Insert table to open insert table dialog box.

Set values in the dialog box.

- (i) Name
- (ii) Column
- (iii) Row
- (iv) Headings

Q9 Give steps to open Insert table dialog box using table icon on standard toolbar.

Ans9 Follow these steps to insert a table using table icon —

Step 1 → Click on table icon on the standard toolbar to open a grid.

Step 2 → Keeping the left mouse button clicked, drag the mouse to select the number of rows and columns in the table.

Step 3 → Release the mouse button to insert the table.