



APRIL NOTES

SUBJECT: COMPUTER SCIENCE

CLASS: VI

CHAPTER – I (TABLES IN MS WORD2016)

Tick the correct option

1. _____ means dividing a cells in two are more cells
a) **Splitting** b) Merging c) deleting
2. Which of the following keys helps us to move between the cells in a table?
a) Spacebar b) **Tab** c) **Arrow.**
3. _____ Organizes data in rows and columns
a) **Table** b) Keyboard c) cell
4. The Heading of the table are called
a) **Captions** b) cell c) Record

Fill in the blanks

1. A table is made up of **Rows** and **Column**
2. The insert table option is in the **Tables** group
3. The option of **Split cells** and **Merge cells** are useful when u want more than one column under one heading.
4. We can format the text inside the table by using the group in the **Font& Paragraph** group in the **home** tab.
5. The option to add borders and shading is in the **Table Styles** group

Write True or False statements

1. You cannot insert rows into an existing table. [F]
2. Splitting means dividing a cell into two or more cells. [T]
3. The heading of the table are called field [F]
4. You cannot merge cells into a table [F]
5. Table group is present in the insert Tab [T]

Short Answer Questions

1. What is a Table?
A table is a grid made up of rows and columns.
2. What are Rows and columns?
A row is the horizontal series of cells. A column is the vertical series of cells.

3. What is a cell?

A cell is a box formed by the intersection of rows and column.

4. Write any one advantage of giving data in a table?

Tables make it easier to comprehend data and records. Tables also make it easy analyze and perform calculations on the data.

Long Answer Questions:

1. List three ways to insert a table in a word document?

Using the insert table grid option

Using the insert table dialog box

Drawing a table

2. How will u enter data in a table?

To insert data in a table, follow the steps given below.

Step 1: Click in the desired cell. The cursor will appear in the cells

Step 2: Type the data. Press the Tab key to move to the next cell on the right.

Step 3: You can also use the mouse or arrow keys to move between the cells.

3. What is the use of Split cells and Merge cells options?

Split Cells: We can split a cell into two or more cells by using the Split Cells option from the Merge group in the Layout tab.

Merge cells: We can combine two or more cells by selecting Merge Cells option from the Merge group in Layout tab.

4. How can we change the height of the row in a Table?

To change the height of the row:

Step 1: Click and select the table. (Table Tools appears on the Title Bar)

Step 2: Click on Layout tab.

Step 3: Click on the Cell size dialog box launcher

Step 4: The Table Properties dialog box opens up

Step 5: You can make changes to row size by clicking on the Row tab and filling details in the table properties.

5. How will you add borders and shading to a table?

Using the Borders and Shading Tab in the Table Properties Dialog Box

Step 1: Click and select the table. Table Tools contextual ribbon appears on the Title Bar.

Step 2: Click on Layout tab.

Step 3: Click on the Cell Size dialog box launcher by clicking on the arrow. The Table Properties dialog box opens up.

Step 4: Click on the Borders and Shading button

Step 5: The Borders and Shading dialog box opens. Make the desired changes.

Step 6: Click on OK to apply the changes

By clicking on the Page Border tab in the Borders and Shading dialog box, you can add borders to the table. One can choose the style, color, and width of the border. The Preview

window helps to view what the table border would look like before you click on OK to apply changes.

Name the Tabs where you can find the following options:

- | | | |
|----------------------------|---|--------------------|
| 1. Insert Table | - | Insert tab |
| 2. Table Tools | - | Home tab |
| 3. Split and Merge cells | - | Layout tab |
| 4. Change column height | - | Layout tab |
| 5. Add Borders and shading | - | Layout/ design tab |

Differentiate between:

1. Table row and table column

Table row	Table column
A row is the horizontal series of cells.	A column is the vertical series of cells.

2. Inserting row and inserting column

Inserting row	Inserting column
Rows are horizontally arranged data units	Columns are vertically arranged data units
Rows represent individual records or observations	Columns represent attributes or characteristics of the data

3. Splitting cells and merging cells

Splitting cells	merging cells
Splitting cells means dividing one cell in to two or more parts	Merging cells means putting the data of two or more cells in one cell.

4. Deleting row and deleting column

Deleting row	Deleting column
Deleting a row affects the number of data units or cases	Deleting a column affects the type of information available

Application based questions:

1. Your friend wants to insert an online picture of a butterfly in a table she has created. Help her with the steps to do so.

To insert butterfly in the table, follow the given steps:

Step 1: Click on the cell in which you wish to insert a picture

Step 2: You can also click on the Online Pictures option to choose a picture from the Internet

Step 3: The insert picture dialogue box appears

Step 4: Browse and select the desired picture you want to insert.

Step 5 : Click on the Insert button, the selected picture will be inserted in the table cell.

2. Manish wants to insert new rows and delete some columns. What steps will you suggest to him?

To insert a row :

Step1: Click on the row where you want to insert another row, by clicking on the cell at the extreme left.

Step 2: Right click on it. A context menu appears. Choose the Insert option.

Step 3: A sub-menu opens. Click on either of the options-Insert Row Above or Insert Row Below.

Step 4: A new row will get inserted in the table.

To delete column:

Step 1: Select the row or column you want to delete by clicking at the margin of the row or column.

Step 2: Click on the Layout tab under the Table Tools tab.

Step 3: Click on the Delete button. A list of delete options appears.

Cased based questions:

Read the passage and answer the given questions

Ankita had created a table containing the details of her friends such as , their name, contact number, DOB, Address, their Hobbies . Now she wants to modify the table by inserting Column for their pictures and their favorite food ,insert an extra row for a new friend and delete an extra row which was added by mistake as the second last row. She has forgotten the commands required to perform these tasks

Can you help her perform the following?

a. To erase a row from the table

Select the rows you want to erase ,click on the delete button on the layout tab, by clicking on the delete rows will delete the particular row

b. To insert a column in the table

Click on the column where you want to insert and choose the insert option by clicking on either of the option - insert column to the left or insert column to the right so new column will be inserted

c. To insert a row in the table

Click on the row where you want to insert and choose the insert option by clicking on either of the option - insert row to the left or insert row to the right so new row will be inserted

d. To delete the entire table in case she wants to create a new table

Select the row and column u want to delete and click on delete button from the layout tab clicking on the delete table option will delete the entire table.