

## CHAPTER-3: WORD PROCESSOR-TABULAR PRESENTATION

### **E. Answer the following:**

**1. A table is an organized arrangement of data** (text, numbers, pictures, and other objects) which consists of number of rows and columns.

2. (a) A plus sign which appears at the upper left corner of the table is called Table Move Handle. It is used to move the table. A small hollow square at the bottom right corner of the table is called Table Resize Handle. It is used to resize the table.

(b) Splitting a cell means dividing the selected cell into separate cells. Merging the cells provide a way to consolidate data in one cell.

### **3. The following steps are used to calculate the sum in a table: -**

- ✓ Click on the cell where the result is to be displayed.
- ✓ Click on Formula button in the Data group on the Layout tab.
- ✓ The Formula dialog box is displayed.
- ✓ The SUM formula is already displayed.
- ✓ Click on OK button.
- ✓ The result appears in the selected cell.

**4. Formatting controls the overall appearance of a table.** After creating a table, you can format the entire table by applying various styles, changing row height, column width, splitting and merging cells, or applying border and shading.

5. The width of the column can be changed by, clicking on the Layout tab and selecting the Width spin box present in the Cell Size group on the Layout tab.

### **6. To change the height of the row in a table follow these steps: -**

- ✓ Select the row and right click on it. Select the Table Properties option from the Shortcut menu. The Table Properties dialog box appears.
- ✓ Click on the Row tab. Select the Specify height check box.
- ✓ Specify the height either by typing or by clicking the spin arrows.
- ✓ Click OK.

**7. To insert a column in a table, the following steps are performed: -**

- ✓ Select the column, adjacent to which you want to insert a new column. The Table Tools tab appears on the ribbon.
- ✓ Click on the Layout tab under it. Select either the Insert Left or Insert Right button in the Rows & Columns group. An empty column gets inserted in the table as per the chosen option.