

Answers To Text Questions

Chapter-3 : Tables In MS Word 2007

Multiple Choice Questions

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Ans 1. (b) 2. (c) 3. (c)

Exercises

A. Multiple Choice Questions

Ans 1. (a) 2. (b) 3. (b) 4. (c)

B. Match the following

Ans Merge cells



Split cells



Formula



Insert Above



Insert Right



Delete



C. Quiz

Ans 1. Insert Above

Ans 2. Formula

D. Very Short Answer Questions

Ans 1. Tab key is used to move to the next cell.

Ans 2. The horizontal data in a table representing a record is called a row and the vertical data in a table is called as column.

E. Short Answer Questions

Ans 1. Step-1 : Select the cells you want to merge.

Step-2 : Click the Layout tab.

Step-3 : Click Merge Cells from the Merge group.

Ans 2. An inbuilt facility of MS Word for changing the look, colour and design of the borders of a table is called Table Styles.

F. Long Answer Questions

- Ans 1. Step-1 : Click the Insert tab on the Ribbon.
 Step-2 : Click Table from the Tables group.
 Step-3 : Click Insert Table option from it.
 Step-4 : Specify the number of columns and number of rows in the dialog box.
 Step-5 : Click OK.
- Ans 2. Steps to solve simple expressions :
- Step-1 : Click the Layout tab.
 Step-2 : Click in the required cell to get the result.
 Step-3 : Click Formula from Data group.
 Step-4 : Write the mathematical expression in the Formula box.
 Step-5 : Select the number format in which you want to display the result and click OK button.

Fun Zone

A. Lab Work

Ans To be done by the students.

B. Computers In Mathematics

Ans To be done by the students.