# CLASS- V COMPUTER by MUKUT SIR

**CH-4 TABLES IN MS WORD 2010.**

Q-1 What is the Insert table dialog box used for?

Ans: The Insert table dialog box is used to insert table in MS Word 2010.

Q-2 What do we use the Table Move Handle and Table Resize Handle?

Ans: Table Move Handle is used to drag the table to any part of the document. Table Resize Handle is used to Resize the table in our word document.

Q-3.Write steps to add Columns to a table.

Ans:-To add Columns to a table, the steps are

Step-1. We place the cursor in the table where we want to insert a column.

Step 2. Then we click the layout tab.

Step-3.Then we click Insert Right or Insert Left from rows and columns group. An empty column will be inserted.

Q-4. What is the difference between Merging and Splitting of Cells?

Ans: Combining two or more cells in the same row or column into a single cell is called merging. Many cells can be combined together to create a combined heading.

Breaking up a single cell into multiple cells in a table is called splitting. This is the reverse of the merging process.

Q-5. Mention the steps to write simple Mathematical expressions in MS WORD 2010.

Ans: Steps to write simple Mathematical Expressions in MS WORD are:

Step-1. We click the layout tab.

Step-2. We click the required cell to get the result.

Step 3. Then we click the Formula( Fx) from the Data Group. The formula Dialog box appears.

Step 4. Next we delete the text written in the formula box and we type a Mathematical expression with an equal to sign.

Step-5. Then we select the number format and Click OK button.

Q-6. Mention the steps to change the row height in a table.

Ans. To adjust the row heights the steps are:

Step-1. We place the cursor on any cell in the row.

Step-2. Then we click the Layout tab.

Step 3. We click the properties from the tables group. The table properties dialog box will appear.

Step 4. Then we click the Row tab.

Step-5. We specify the height check box and use the scroll arrow to increase or decrease the row height.

Step 6. We click the OK button.