

## Dear Students!!

In this e-book of [7th class](#), study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



### 7<sup>th</sup> Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	<b>Chapter-1 Typing Tutor</b>	<a href="https://youtu.be/GUFCpc_x-DA">https://youtu.be/GUFCpc_x-DA</a>
May	<b>Chapter -2 Windows Explorer</b>	<a href="https://youtu.be/0E3I0GFbMJs">https://youtu.be/0E3I0GFbMJs</a>
July	<b>Chapter -3 Microsoft Word (Part-1)</b>	
Aug	<b>Chapter -4 Microsoft Word (Part-2)</b>	<a href="https://youtu.be/vvQwkvhAXPI">https://youtu.be/vvQwkvhAXPI</a>
Oct	<b>Chapter -5 Microsoft Word (Part-3)</b>	<a href="https://youtu.be/OWBofDDSpH0">https://youtu.be/OWBofDDSpH0</a>
Nov	<b>Chapter -6 Microsoft Word (Part-4)</b>	<a href="https://youtu.be/1s5-qjor608">https://youtu.be/1s5-qjor608</a>
Dec	<b>Chapter -7 Introduction to Multimedia</b>	
Jan	<b>Chapter -8 Storage Devices</b>	<a href="https://youtu.be/HcGdrY9BQIE">https://youtu.be/HcGdrY9BQIE</a>

#### Video Lectures for Practical:

[Windows Explorer](#)

<https://youtu.be/XgaC4GRhOgs>

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 **YouTube** <http://youtube.com/c/computersciencepunjab>

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**Please use the following link to download the study material/e-books/e-contents for 6<sup>th</sup> to 12<sup>th</sup> classes:**

<http://cspunjab.nirmancampus.co.in/study.php>

**Chapter 6<sup>th</sup>**  
**Microsoft Word (Part-4)**

**Que:1 Fill in the blanks:**

- \_\_\_\_\_ key is used to move the cursor in the next adjoining cell of a table.
  - Ctrl
  - Shift
  - Tab
  - Home
- The table button is present on the \_\_\_\_\_ tab.
  - Home
  - Layout
  - Insert
  - View
- We can change the width of a column by selecting the \_\_\_\_\_ button in the Table Group.
  - Select
  - View Gridlines
  - Properties
  - None of these
- A \_\_\_\_\_ consists of a number of columns and rows.
  - Document
  - Table
  - View
  - Data
- A \_\_\_\_\_ is an intersection of columns and rows.
  - Cell
  - Table
  - View
  - Data

**Que:2 Very Short Answer Type Questions.**

**Q:1 Which key is used to move the cursor to the next cell in a table?**

**Ans: Tab**

**Q:2 Intersection of a column and row is called?**

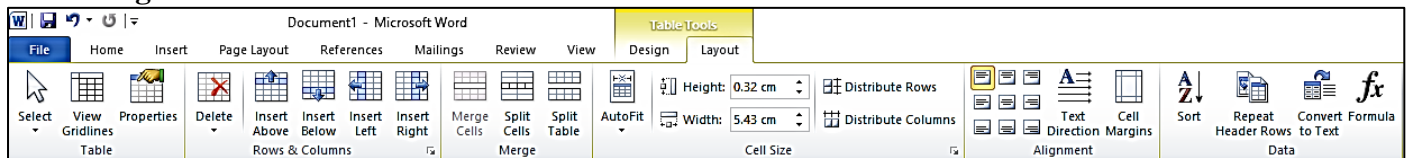
**Ans: Cell**

**Q:3 Which group of Layout tab contains the split cells option?**

**Ans: Merge**

**Q:4 Which option can be used to join two or more cells?**

**Ans: Merge Cells**



**Que:3 Fill in the blanks:**

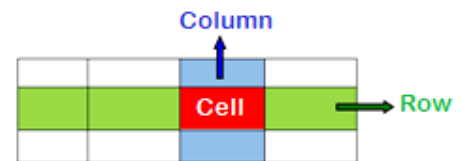
- \_\_\_\_\_ provides a convenient way of writing data in rows and columns.
- Create table options are available in the Tables group of \_\_\_\_\_ tab
- \_\_\_\_\_ a cell means to divide a cell into two or more cells.
- We can change the size of rows, columns and \_\_\_\_\_ using the Properties button.

**Ans: I. Table      II. Insert      III. Splitting      IV. Cells**

**Que:4 Short Answer Type Questions:**

**Q:1 Define table.**

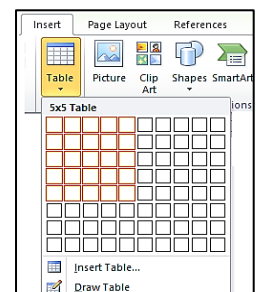
**Ans: Tables are an easy way to write data in rows and columns. Tables are often used to present data in the organized form. The table is made up of a combination of rows and columns.**



**Q:2 Write the name of options for inserting a table in Word document?**

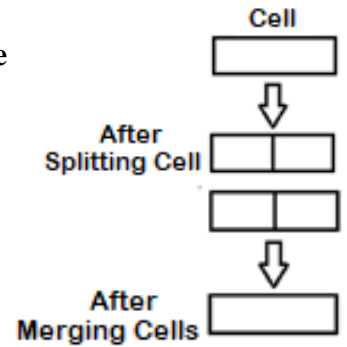
**Ans: Following are the different ways to insert a table into a Word document:**

- Using the Table button
- Using the Insert Table... option
- Using the Draw Table option



**Q:3 What is the use of Split Cells option?**

**Ans:** Splitting a cell in a table means dividing it into two or more cells. The option to split the cell is available in the Layout tab of Table Tools.



**Q:4 What is the use of Merged Cells option?**

**Ans:** Merge cell means to combine two or more cells in a table to form a single cell. The option to merge cells is available in the Layout tab of Table Tools.

**Q:5 How will you enter data in Table Cells?**

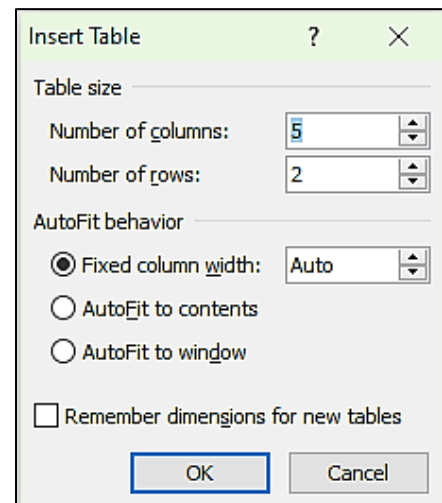
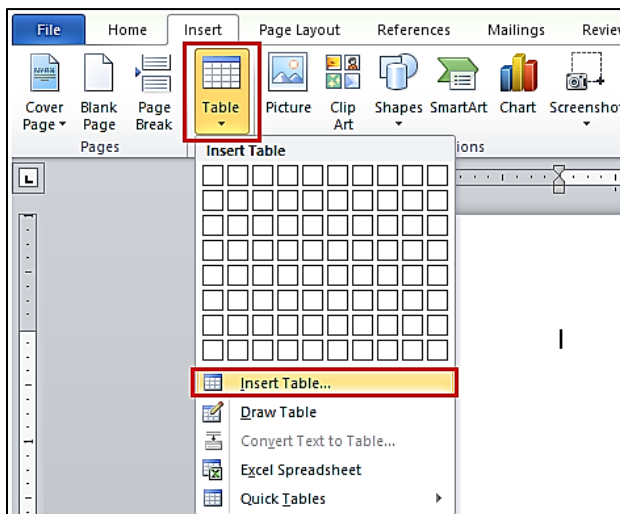
**Ans:** Click on the cell in which you want to enter data. Now type the data in the cell. Use the Tab key or the Right Arrow key to move to the next cell of the table. Similarly, use Shift + Tab keys or Left Arrow to move from any cell to the previous cell.

**Que:5 Long Answer Type Questions:**

**Q:1 How do you insert a table in your document? Explain any method briefly.**

**Ans:** There are several ways to insert a table into a document. Following is an easy way to insert a table in MS Word document:

1. Click on the Table button in the Insert tab.
2. Click on the Insert Table... option from the drop-down menu.
3. The Insert Table dialog box appears.
4. Enter the number of columns and rows as required.
5. Click the OK button



**Q:2 Explain Properties button in Layout Tab?**

**Ans:** When we click on a table in the Word document, Layout tab will appear. Now click on the Properties button that is available in the Table group. It opens a dialog box. Using this dialog box, we can perform the following main tasks on the tables:

- Set the alignment of the table
- Change the height of the table rows
- Change the width of the table columns
- We can change the size of cells etc.

