

Class - IV

Subject - Computer
Le-1

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Q) What are table styles?

Ans We can change many features like border line style, thickness, color, cell background, font colour-size etc. These are called table styles.

Q) Steps for formatting tables using table styles?

- Ans
1. Click in the table we want to format.
 2. Under table tools, click the design tab.
 3. In the table style group, rest the pointer over each table style.
 4. Click the style to apply it.

Q) How to add columns and rows in word?

Ans Click in a cell to the left or right where we want to add a row or column. To add a column to the left of the cell, click Insert Left in the rows and column group.

To add a column to the right of a cell, click Insert Right in the rows and column group.