

Good Morning Students,
Students, this lesson is for class VI, for the subject of Computers. Topic is 'Selecting the Text Inside a Single Cell', which is covered in chapter-3, given on page in your textbook titled 'Logix 6' and is being submitted to you on 20.05.24

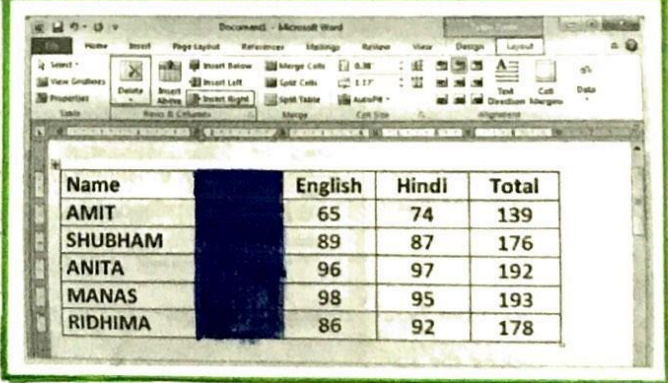
So, I hope all the students are ready for today's lesson. Children, in previous lessons we learnt how to create table in MS Word and how to enter data in a table. Today we will start our topic 'How to select the text inside a single cell'. Follow the given steps to select the text inside a single cell by using the mouse.

1. To select a word :- Double click on the word.
2. To select a sentence :- Press and hold down the ctrl key and click anywhere in the sentence.
3. To select a block of text :- Drag the mouse over the text.
4. To select a paragraph :- With the help of mouse triple click on the paragraph.

So, children, these were few steps with the help of which you can easily select your text.

Inserting columns / Rows in a Table :- children, you can add Rows and Columns in a Table in between the making of table also. For adding Rows above or below or Columns to left or right follow the given steps :-

1. Select the Column, adjacent to which you want to add a new column.
2. Click on the layout Tab, select either the Insert Left or Insert Right button in the Rows and Columns group. An empty column gets inserted as shown in above given figure.



Name		English	Hindi	Total
AMIT		65	74	139
SHUBHAM		89	87	176
ANITA		96	97	192
MANAS		98	95	193
RIDHIMA		86	92	178

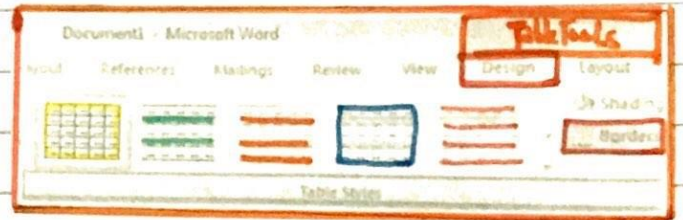
Deleting Rows and Columns :- children, if any Row and Column is not required, you can delete it by following the given step.

1. Right click on the selected Row / Column that you wish to delete
2. Select Delete Row / Delete Column option from the menu.

children, I am giving you three minutes break. During break read the side boxes

children our next topic is 'Formatting a Table'. Formatting means to change the appearance of a table.

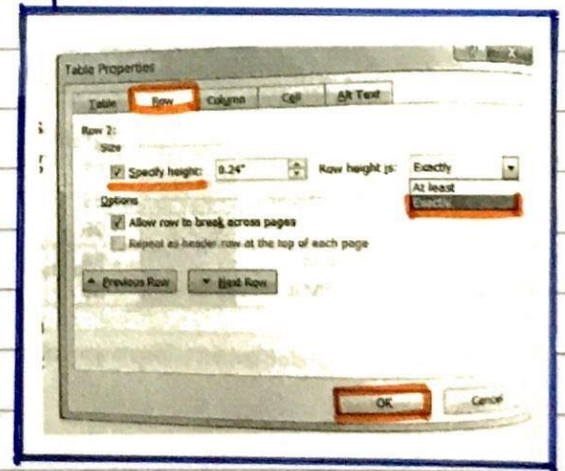
1. Click on the table that you want to format. Click on the Design tab under the Tables Tools.



2. Select the desired style from the tables styles group as shown in above given figure.

Changing Row Height :- Children, If you want to change the height of row of your table, follow the given steps :-

1. Select the row whose height is to be changed.
2. Right click on the selected row. Select the Table properties option.
3. Click on Row tab.
4. Select the Specify height check box.



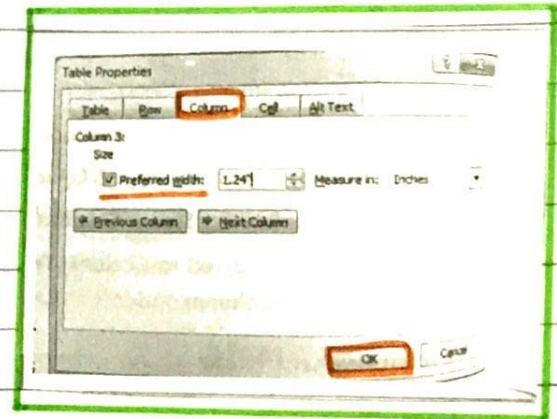
5. Enter the height either by typing or by clicking the spin arrows .
6. Click OK.

The height of row will get changed.

children, our next topic is 'Changing Column Width'

Follow the steps to change the width of column.

1. Select the column whose width is to be changed.
2. Click on layout Tab.
3. Select the Properties button in the Table group.
4. click on column tab- Select the preferred width check box. Now increase or decrease the column width.
5. click OK.



children, I am ending the lesson here. Kindly read the given assignment carefully.