

Good Morning Students,

Students, this lesson is for class VI, for the subject of Computers. Topic is 'Splitting Cells' which is covered in ch- 3, starting on page no. 29, given in your textbook titled 'Lexic 6' and is being submitted to you on

So, I hope all the students are ready for today's lesson. Children, in previous lesson we learnt that how to change the height of row and width of a column. Today we will discuss how to split and merge cells. Let us start from splitting cells feature.

Splitting Cells :- Split means divide. Splitting cells means dividing the cells into separate cells. Follow the steps to split cells.

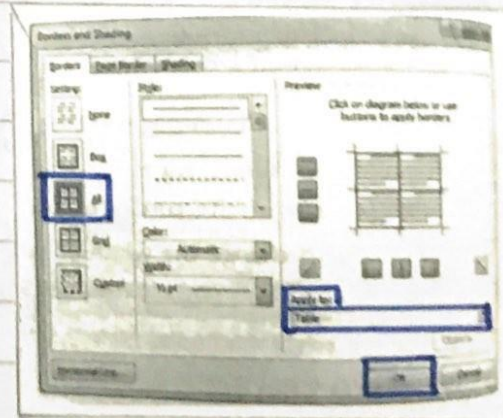
1. Select the cell that you want to split.
2. Click on the 'Layout Tab'.
3. Select 'Split Cells' button in the 'Merge group'.
4. A dialog box will appear.
5. Define the number of rows and columns as shown in figure 3.13 on page no. 29.
6. Click OK.

Merging Cells :- Merge means to combine. Merging cells means to combine more than one cell into one cell. Follow the given steps for merging cells

1. Select the cells you want to merge with the help of mouse.
2. Click on 'Layout Tab'.
3. Select the 'Merge Cells' button in 'Merge group'.
4. The data will merge into single cell.

Children our next topic is 'Applying Borders and Shading'. If you want to highlight your table or to change the appearance of your table then follow the given steps.

1. Select the entire table by clicking on the 'Table Move Handle' .
2. Click on the 'Design tab'.
3. Click on 'Draw Borders' dialog box.
4. Select 'Borders and Shading' option.
5. The Borders and Shading dialog box will appear on your screen →
6. Select 'All' option under 'Settings' option as highlighted in figure →
7. Click on the Apply to text box and select the 'Table' option.
8. click OK.

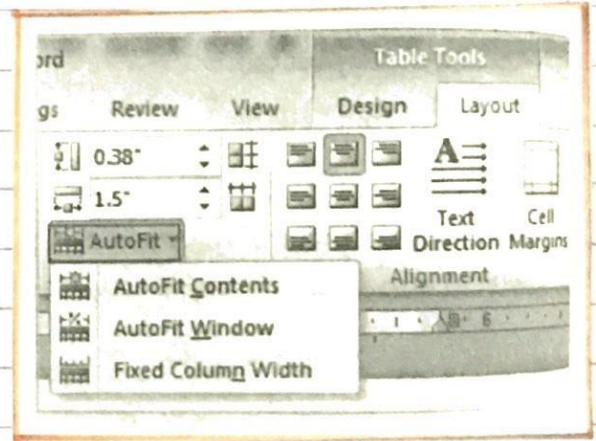


Children, I am giving you three minutes break. During break observe the figures given on page no- 29 and 30 of your textbook.

Welcome back, children our next topic is 'Resizing Tables'. To increase or decrease the size of table is known as resizing tables. It can be done by the Auto Fit option. Auto Fit button is present in 'Cell Size' group on the 'Layout' tab under 'Table Tools' tab.

You will get three options.

1. Auto Fit Content :- It adjusts the width of column according to the data entered.



2. Auto Fit Window :- It adjusts the table according to margins set on a window.

3. Fixed Column Width :- The column width gets fixed and the text is wrapped in the same cell.

Alignment of a Table :- To position the table on a page is known as alignment. In Ms Word, there are three types of alignment.

1. Left :- It places the table towards left Margin.

2. Right :- It sets the table towards right margin.

3. Center :- It places the table in the center of page

Class- VI

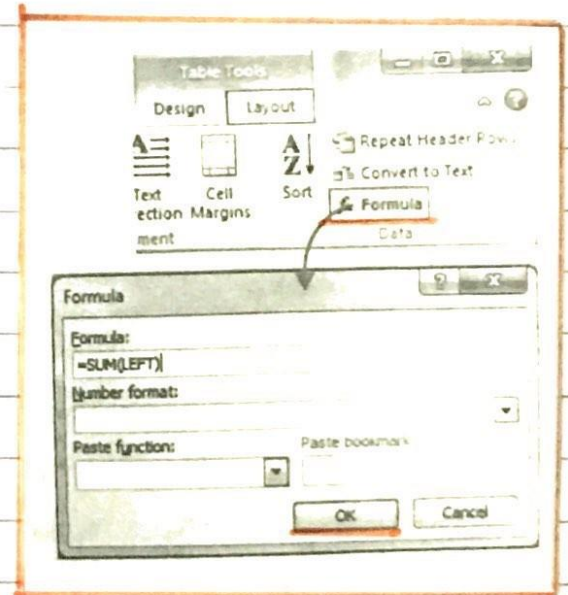
Subject- Computers

Ch- 2 "Word processor- Tabular Presentation"

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Students, our last topic of this chapter is 'Calculations in a Table'. You can perform numeric calculations on the data entered in table like addition, subtraction etc.

1. Enter the data, select the 'Layout' tab.
2. Click in the cell where the result is to be displayed. Select the 'Formula' button.
3. The Formula dialog box appears.
4. The SUM formula is displayed by default.
5. click OK. Your result will appear.



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