Tables

|  |  |  |
| --- | --- | --- |
| **MONTH** | | |
| **JAN** | **FEB** | **MAR** |
| **PRODUCT** | **PRINTERS** | 10 | 34 | 12 |
| **MODEMS** | 22 | 45 | 31 |
| **SCANNER** | 9 | 20 | 12 |
| **PLOTTER** | 3 | 2 | 5 |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **MARKSHEET** | | | | | |
| **IA1** | | **IA2** | | **IA3** | |
| **MARK1** | **MARK2** | **MARK1** | **MARK2** | **MARK1** | **MARK2** |
| 12 | 11 | 13 | 11 | 11 | 16 |
| 20 | 14 | 16 | 15 | 13 | 17 |
| 14 | 16 | 17 | 15 | 13 | 11 |
| 20 | 17 | 11 | 18 | 16 | 18 |
| 13 | 14 | 17 | 18 | 12 | 16 |
| 20 | 10 | 15 | 18 | 16 | 11 |
| 13 | 6 | 19 | 20 | 11 | 7 |
| 20 | 19 | 11 | 6 | 11 | 11 |

|  |  |  |
| --- | --- | --- |
| **SL.NO** | **SHORTCUT KEY** | **FUNCTION** |
| **1** | **TAB** | **Selects the next cell’s contents.** |
| **2** | **Shift+TAB** | **Select the preceding cell’s contents.** |
| **3** | **ALT+S on the numeric keypad(wit NUM LOCK off)** | **Select an entire table** |
| **4** | **ALT+HOME** | **To the first cell in a row** |
| **5** | **ALT+END** | **To the last cell in a row** |
| **6** | **ALT+PAGE UP** | **To the first cell in a column** |
| **7** | **ALT+PAGE DOWN** | **To the last cell in a column** |
| **8** | **CTRL+1** | **Single-space lines** |
| **9** | **CTRL+2** | **Double-space lines** |
| **10** | **CTRL+5** | **Set 1.5 line spacing** |
| **11** | **+----+<enter>** | **To create a table manually** |
| **12** | **ALT+SHIFT+DOWN ARROW** | **To separate some rows of the rows of the table from downwards** |
| **13** | **ALT+SHIFT+UP ARROW** | **Again to join the rows separated from the table** |
| **14** | **ALT+A then M** | **Merging cells in a table** |
| **15** | **SHIFT+CTRL+<enter>** | **To split the table from the mouse pointer position** |