1. Explain any two methods to insert a table in presentation.
Answer:- **Method 1**.
1. A) To insert a table, click on the new slide drop down arrow on the Home tab. Select the Title and Content layout.
2. B) Click on the Insert Table icon present on the slide the insert table dialog box will appear.
3. C) Define the Number of columns and rows. Click OK
        Method 2.
    Click on the Insert table and select Table option to draw a table.

2. Describe the method to add rows in a tables
Answer:- To add row in a tables.
- Place the insertion point in a cell.
- Click the right mouse button.
- Select the insert option, and click either on the Insert Rows above or Insert rows below sub-option. You can also select any of the option from the a layout tab.

3. How can you apply border to a table and change its color.
Answer. Select cells, rows, columns you want to modify. Click on the Border button in the table styles group on the design tab. Select the all borders option from the drop down menu. Border will be applied on the selected cells rows columns.

4. Name all the alignment buttons present on the layout tab.
Answer:- 1. Align Text left,   2. Center,   3. Align text Right,

            4.Aligh left Top   5. Center Vertically   6. Align Right Bottom.

5. Differentiate between Category Axis and Value Axis.
    Answer:-

Axis	Value Axis
Axis or X-axis is the horizontal axis. The matter that is compared and presented in the chart comes under	Value axis or Y- axis is the vertical axis that is used to plot the values.

6. Define the term Chart. Name the components of a chart.

Answer:- Chart is and effective way to display data in a graphical and pictorial form. Charts make it easier to show comparisons and growth, relationship among the values and trend in data.

7. How will you delete the default data of a datasheet?

Answer:- You can replace the default data with your own data. To delete all the data from the datasheet, move the mouse pointer to the Blank Button (Upper left corner of the column indicators). The Mouse Pointer changes into a large plus sign

8. Explain the Method to Change a Chart type.

Answer:-Change the chart type as needed

- Select the Chart. Click on the design tab under Chart Tool.
- Click on the Change chart type button in the type group. Change chart type dialog box will appear select any chart type and click OK. The chart will change accordingly.