Chapter- 3

WORKING WITH TABLES

WORKSHEET

1. **Fill in the blanks**

a. _____is an organized arrangement of text in rows and columns.

b. Formula button is present in _____ group.

c. _____ function key updates the calculations automatically in a Table.

d. _____ key is used to move to the next adjoining cell in a Table.

2. **Write 'T' for True and 'F' for False**

a. The intersection of row and column is called Table. (   )

b. Once you insert a Table you cannot modify it. (   )

c. You cannot insert Table by using Table grid. (   )

d. Table styles feature is present in Layout Tab. (   )

3. Answer the following.

 a)**What is Table? What is a cell?**

Ans:_____

_____

_____

b) **Write the difference between splitting and merging of cell.**

Ans:_____

_____

_____

c) **Differentiate between Table move handle and Table resize handle.**

Ans:_____

_____

_____