

Chapter-3

Working with tables

Worksheet

1) Fill in the blanks

a) A table is an organized arrangement of text in rows and columns.

b) Formula button is present in Data group.

c) F9 function key updates the calculations automatically in a Table.

d) The Tab 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 rows and columns is called Table. [F]

b) Once you insert a table you cannot modify it [F]

c) You cannot insert table by using table grid, [↑]

d) Table styles feature is present in Layout Tab. [↑]

3) Answer the following questions.

a) What is table? What is a cell?

Ans A table is an organised arrangement of text in the form of rows and columns. The intersection of a column and row is called a cell.

b) Write the difference between splitting and merging cell.

Ans Splitting a cell means dividing the selected cell into separate cells, ~~whereas~~ whereas merging ^{the} cells means combining two ~~or~~ or more cells into a single cell.

c) Difference between table move handle and table resize handle.

Ans Table move handle is used to move the table whereas table resize handle is used to resize a table.