


## Worksheet - Computer

### Working with Tables

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1. Fill in the blanks.

- (a) Table is an organized arrangement of text in rows and columns.
- (b) Formulas button is present in layout group.
- (c)  F9 function key updates the calculation automatically in a table.
- (d) Tab key is used to move to the next adjoining cell in a table.

2.

- a) The Intersection of row and column is a Table (F)
- b) Once you insert Table you cannot modify it (F)
- c) You cannot insert Table by using table grid (F)

d. ~~The~~ Table styles features is present in layout

Tab. (T)

3) Answer the following:-

a) Ans) • A table is an organized arrangement of text in the form of rows and columns.

- The intersection of a column and row is called a cell.


b) Ans) • Splitting cells:-

Splitting a cell means dividing the selected cell into separate cells.


- Merging cells:- Sometimes, data is split into numerous segments of a cell and you want to combine it in a single cell.



c) 1/4) • Table move handle :-

When you click on the table you notice a sign  at upper-left corner. This is called Table move handle.

• Table Resize handle :-

A small hollow square  at the bottom-right corner of the table is called Table Resize handle.