

rl.w
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Chapter-3

Working With Tables

Worksheet (Answers)

Q1 a) Table

~~b)~~ Data

~~c)~~ F9

d) Tab

Q2 >

a) > F

b) > ~~F~~ F

c) > F

d) > F

Q.3 >

a > Ans > → A table is an organised arrangement of text in the form of rows and columns.

~~a~~ a > Ans > → A cell is an intersection of a row and column.

b > Ans > → Splitting cells means dividing a cell into many cells.

→ Merging cells means combining many cells into one.

c > Ans > → Table move handle is used to move a table whereas table resize handle is used to resize a table.