

Ch-3-Working with table.

classmate

Date _____

Page _____

1. Fill in the blanks

a. Table

b. data

c. F9 key

d. Ctrl key

2. Write 'T' for True and 'F' for false

a. False

b. False

c. False

d. False

3. Answer the following

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

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The ~~no~~ When the row and column join together it called cell.

b) Splitting a cell means dividing the selected cell into separate cells where as merging the cells means combining two or more cells into a single cell.

c) Table move handle is ~~handle~~ used to move the table where as Table Resize handle is used to resize a table.