Chapter- 3

WORKING WITH TABLES

WORKSHEET

1. Fill in the blanks

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. _Shift_ 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 (**T**)

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

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

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

3. Answer the following.

a) What is Table? What is a cell?

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

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

Ans: Splitting a cell means dividing the selected cell into separate cells. Merging a cell provides a way to consolidata data in one cell.

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

Ans: We can increase or decrease the size of a table by using "Table resize handle" "Table move Handle" is used to move table.