

## Worksheet

### Working With Tables

1.
  - a. Table is an organized arrangement of text in rows and columns.
  - b. Formula button is present in Formulas group.
  - c. F9 key 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. False
  - b. False
  - c. False
  - d. False
  
3.
  - a. A table is an organised arrangement of text in the form of rows and columns.  
A cell is an intersection of a column and row.
  - b. Splitting a cell means dividing the selected cell into separate cells whereas merging the cells

means combining two or more cells into a single cell.

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