

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. Tab 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. (F)
cell
- b. Once you insert a Table you cannot modify it. (F)
can
- c. You cannot insert Table by using Table grid. (F)
can
- d. Table styles feature is present in Layout Tab. (F)
Design

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 columns.

The intersection of a column and row 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 where as merging the cell means combining two or more cells into a single cell.

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

Ans: Table move handle is used to move the table where as Table Resize handle is used to resize a table.