

## 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 )
- 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: i) Table is an organized arrangement of text in the form of rows and columns.
- ii) The intersection of rows and columns is called a cell.

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

- Ans: Splitting cell means dividing the cell into separate cells whereas merging of cell means combining the two or more cell into a single cell.

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

- Ans: Table move handle is used to move a table whereas table resize handle is used to resize a table.