

Worksheet

Date _____

Page _____

Lab-3 Working with tables

1. Fill in the blanks.

a. Table

b. Data

c. ~~Table~~ F9

d. Tab

2. Write true or false.

a. False b. false

c. false d. false

3. Answer the following.

a. A table is an organized arrangement of text in columns and rows. The intersection of row and

column is called cell.

19.2. Splitting means dividing the selected cell into separate cells. Merging means combining two or more cells into a single cell.

c. Table move handle is used to move the table but table resize handle is used to resize a table.

