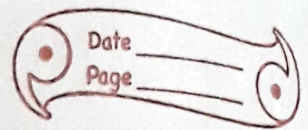


Chapter-3

Working With Tables



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) F4 function key is used to updates the calculations automatically in a Table.
- d) Tab key or right arrow 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. (False)

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 columns.

→ The intersection of a column and row is called a cell.

b) write the difference between splitting and merging of cell:

Splitting	Merging
→ Splitting a cell means dividing the selected cell into separate cells.	→ Combining two or more cells into a single cell is called merging.

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

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