

Chapter - 3

WORKING WITH TABLES

Worksheet

1. Fill in the blanks.

- a. A table
- b. Function
- c. F9
- d. CTRL

2. ~~Write~~ Write 'T' for True and 'F' for False.

- a. False
- b. False
- c. False
- d. False

3. Answer the following.

- (a) A table is an organized arrangement of text in rows and columns. The intersection of row and column is known as a cell.
- (b) Splitting cells means dividing the selected cell ~~into~~ into separate cells whereas merging cells means combining two or more.

(c) Table move handle is used to ~~resize~~ move the table whereas Table resize handle is used to resize the table.

