

CW
2/10/2021

Ch-3

Working with Tables

Worksheet



1. Fill in the blanks.

(a) Table is an organized ~~array~~ arrangement of text ~~of~~ in rows and columns.

(b) Formula button is present in Function Library 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.

True

Page

2. Write ~~True~~ ~~False~~ False

- (a) intersection of rows and columns is called table (False)
- (b) Once you insert a table you cannot modify it. (False)
- (c) You cannot insert Table by using Table grid. (True)
- (d) ~~The~~ Table styles features is present in Layout tab. (False)

3. Answer the following.

(a) What is table? What is a cell?

Ans - A Table is an organized arrangement

of ~~text~~ text in the form of Rows and columns. Intersection of Rows and columns are called a cell.

(b) What is the difference between ~~splitting~~ splitting and merging of cell.

Ans - Splitting a cell means dividing a selected cell into separate cells whereas merging a cell means ~~combining~~ combining two or more cell into single cells.

(C) ~~Diff~~ Difference between Table
move handle and Table resiz
handle.

Ans - Table move handle is used
where as
to move a table & Table resiz
handle is used to resize a
~~handle~~ Table.