

Chapter- 3

WORKING WITH TABLES

WORKSHEET

1. Fill in the blanks

- a. A table is an organized arrangement of text in rows and columns.
- b. Formula button is present in auto sum 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. (False)
- b. Once you insert a Table you cannot modify it. (False)
- c. You cannot insert Table by using Table grid. (False)
- d. Table styles feature is present in Layout Tab. (True)

3. Answer the following.

a) What is Table? What is a cell?

Ans: A Table is an ~~or~~ organised arrangement of the text in the form of rows and columns. The intersection of a column ~~or~~ and a row is called cell.

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

Ans: splitting cell means dividing the selected cell into separate cells. combining to or more cells into a single cell is called merging of cell.

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

Ans: Table styles is an inbuilt facility to change the appearance, colour, borders of a table. The table move handle is used to move and resize the entire table respectively.