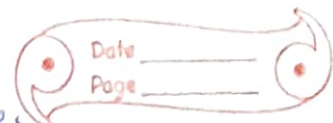


Working With Tables



Worksheet:

1. a. Table is an organized arrangement of text in rows and columns.

b. Formula button is present in Data group.

c. F9 function key updates the calculations automatically in a Table.

d. Merge key is used to move to the next adjoining cell in a table.

2. a. The intersection row and column is called table (F)

b. Once you insert a table you cannot modify it (F)

c. You cannot insert a table by using Table grid. (F)

d. Table - styles feature is present in Layout tab (T)

3. a. A table is an organized arrangement of text in the form of rows and columns. The intersection of rows and columns is called a cell.

b. Splitting a cell means dividing the selected cell into separate cells. Merging the cell means a way to consolidate data in one cell.

c. Move handle ^{can} means moving the table manually and Resizing ~~handle~~ ^{can} increase or decrease the size of a table manually.