

Chapter - 3

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computer

21/10/21

Working with tables

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

ii. Formula button is present in Layout group.

iii. F9 Function key updates the calculator automatically in a table Left arrow or

iv. Shift + Tab key is used to move to the text next adjoining cell in a table.

2. Write 'T' for true and 'F' for false.

i. The intersection of rows and column is called Table (False)

d. Once you insert a Table you cannot modify it.
(True)

e. You cannot insert a Table by using Table grid. (False)

d. Table styles feature is present in Layout Tab.
(False)

3. Answer the following questions.

a. What is a Table? What is a cell?

Ans • An organized arrangement of text in rows and columns is called a Table.


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

li Write the difference between splitting and merging of cell.

Ans • Splitting means dividing the selected cells into separate cells.

• Merging means combining ~~two~~ two or more cells into the single cell.

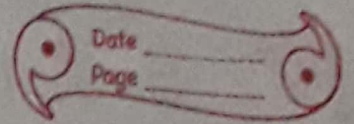
ic. Differentiate between Table move handle and Table resize handle.

Ans • A plus  sign at upper left corner of a table is called table move handle.

• It is used to move a table.

• A small ~~hollow~~ hollow square at bottom right corner below the ~~table~~ table is

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called table resize handle

- It is used to resize a table.