

Chapter - 3

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Working with tables

Computer

- a) Table is an organized arrangement of text in rows and columns.
- b) Formula button is present in Layout group.
- c) F9 Function key is updates the calculators automatically in a Table Left arrow or
- d) Shift + Tab key is used to move to the next adjacent cell in a table.

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

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

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

c. 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.

Q. 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.

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

Ans. • A plus \oplus 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

called table resize handle

- It is used to resize a table.