

1. Chapter - 3

WORKING WITH TABLES

2. Worksheet

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

B. Formula button is present in the data group.

C. F9 function key updates the calculations automatically in the table.

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

2. a. F2

b. F

c. F

3. (a) A Table is an organised arrangement of text in rows and columns. A cell is the intersection between an row and a column.

(b) Splitting cells	Merging cells
dividing a cell into two or more cells	combining two or more cells

(c) Table Move ^{Handle} Table	Table Resize Handle
used to move the table	used to resize the table table