Name: _____ Grade: _____ Date: _____

Tables & Tabulation

Instructions: Please read carefully each of the following questions as well as the options below and circle the most appropriate answer. Each question is worth 1 point. **Total Points [10 pts]**

1. What is the intersection of a row and a column called?
   a. Table
   b. Crossway
   c. Block
   d. Cell

Fig. R

2. What is the table structure of the table in the above in Fig. R?
   a. 2 Rows 4 Columns
   b. 4 Rows 2 Columns
   c. 6 rows 2 Columns
   d. 8 rows 8 Columns

3. How many cells does figure R above have?
   a. 2
   b. 4
   c. 8
   d. 10

4. How many rows does figure R have?
   a. 2
   b. 4
   c. 6
   d. 8

5. How many columns does figure R have?
   a. 2
   b. 4
   c. 6
   d. 8

6. Rows are _____ .
   a. Vertical
   b. Horizontal
   c. Diagonal
   d. Multidirectional

7. _____ is an object you can add to your document to help organize text that contain rows and columns.
   a. Table
   b. Data block
   c. Sort Dialog box
   d. Cell

8. The _____ consists of the number of rows and columns.
   a. Table Blocks
   b. Table Cells
   c. Table Structure
   d. Table Properties

9. Columns are _____.
    a. Vertical
    b. Horizontal
    c. Diagonal
    d. Multidirectional

10. Column headings are found in the _____ of the table.
    a. Cells
    b. First Column
    c. Last Column
    d. First Row