TABLES (BASIC)

True or False

Instructions: Write the letter T for True or F for False in the spaces provided. (Please use capital letters)

1. _____ Tables are useful for displaying charts in a way that is easy to interpret.

2. _____ Tables may appear in advertisements, handwritten notes, TV announcements and traffic signs.

3. _____ The Table Command is used to create Tables.

4. _____ Information that runs up and down in a table are placed in rows.

5. _____ Information that displays across the table are placed in rows.

6. _____ Columns run vertically in a Table.

7. _____ Rows run horizontally in a Table.

8. _____ The joining of a Column and Row is known as a cell.

9. _____ Data such as text and figures can only be placed in a Table.

10. _____ The Table command can be found in the Insert Tab Ribbon.