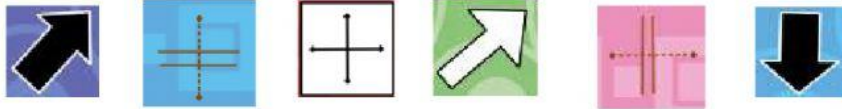


Tables – Introduction

Formatting Cells, Inserting and Deleting



(For Questions 1 – 6 only) Drag the diagram on the line to correctly answer the following

1. This icon is used to select the whole table all at once. _____
2. This arrow is used to select a row or multiple rows. _____
3. Drag this arrow to change the row height. _____
4. Drag to change the column's width _____
5. This arrow is used to select a column or multiple columns. _____
6. This arrow is used to select the cell's content. _____

Fill in the blank with the missing word. Ensure that you spell the word(s) correctly in lowercase

7. Drag this arrow to change the column's width. _____
8. What is another name proper name for the four headed arrow? _____
9. What are the lines separating the rows and columns called? _____
10. What happens when you change the font size in a cell or table?
