

## **Tables**

**Instructions:** Input T in the box if the statement is true and a F if the statement is false.

1. Tables are widely used in communication, research, and data analysis. \_\_\_\_\_
2. Tables do not appear in print media, handwritten notes, computer software, traffic signs and many other places. \_\_\_\_\_
3. The correct definition of MS Word Table is a piece of furniture with a flat top. \_\_\_\_\_
4. In Word, tables are created using the table command into columns and rows of data. \_\_\_\_\_
5. Tables contain three basic visual elements: columns, rows, and cells. \_\_\_\_\_
6. A cell in the intersection of a column and row or a cell is where a column and row meet. \_\_\_\_\_
7. A cell does not contain text and numbers. \_\_\_\_\_
8. A line space is added to the cell each time the text wrap around. \_\_\_\_\_
9. Tables are very useful for displaying information in a way that is easy to interpret. \_\_\_\_\_
10. Tables created using the Table command are much easier to format than a table created using tabs and tab stops. \_\_\_\_\_