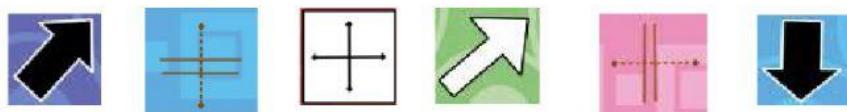


## Tables – Introduction

### 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? \_\_\_\_\_