

## 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.