

Grade: 10
Subject: ICT
Teacher: Mrs. Dina Sarris

Section:
Date: / 01 / 2012



Grade (Mark): / 15

Name:

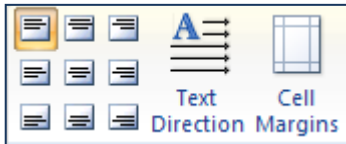
Term: 1

Revision Sheet Lesson 10: Working with Tables

Circle the best response for each of the following statements.

[/ 15]

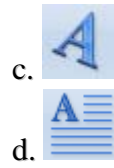
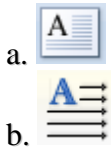
- To toggle off the Draw Table option, you press on the ____ key.
a. Tab
b. Escape
c. Shift
d. Alt
- The Draw Table and Eraser tools can be used to ____.
a. Merge Cells
b. Split Cells
c. Delete Cells
d. All the above
- The Table Eraser command can be found in the ____ group, in the ____ Tab.
a. Draw Borders, Layout
b. Text, Design
c. Draw Borders, Design
d. Alignment, Layout
- The below figure represents the ____ group.



- The below figure represents the ____ group.
a. Alignment
b. Data
c. Table
d. Paragraph
- ____ are boundary lines in a table.
a. Gridlines
b. Shading
c. Styles
d. Quik Tables
- You can convert a table to text that is separated by tabs, commas, or some other character by selecting the table, clicking the Table Tools Layout tab, and then clicking the Convert to Text button in the ____ group.
a. Table
b. Rows & Columns
c. Data
d. Text
- Which button is used to shade a cell?



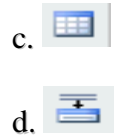
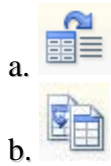
8. Which button is used to change the direction of a text?



9. When the rows in a table are organized in alphabetical or sequential order, we can say that the table is ____.

- a. formatted
- b. sorted
- c. reorganized
- d. cut and pasted

10. Which button is used to convert text to table?



Look at the below figure and answer questions 11 & 12.

Member-Name	Member-#	Years-of-membership
Ahmed	1	2
Mohammed	2	3
Rami	3	5
Osama	4	9

Callout 1 points to the end of cell marker in the top-right cell.
 Callout 2 points to the end of row marker in the bottom-right cell.
 Callout 3 points to the table move handle in the top-left corner.
 Callout 4 points to the table border in the top-left corner.

11. In the above figure, item 1 points to ____.

- a. Table move handle
- b. Resize handle
- c. End of cell marker
- d. End of row marker

12. In the above figure, item ____ points to the Table move handle.

- a. 1
- b. 2
- c. 3
- d. 4

13. Build- in tables are also called ____.

- a. Styles
- b. Quick tables
- c. 3
- d. 4

14. When you use ____, Word will automatically adjust the cell width each time the cell contents change.

- a. Auto Width
- b. Autocorrect
- c. Auto Complete
- d. Auto Fit

15. To convert a table to text, you click on its button in the ____ group, in the Layout Tab.

- a. Data
- b. Table
- c. Cell Size
- d. Alignment