

Word 2010 – Intermediate

SECTION C – Tables

INSTRUCTIONS

Copy and paste the example text into a blank Word 2010 document, and follow along with the tutorial tasks and questions below. Click on any of the movie links below for guidance on how to complete the task and/or answer the question. Please be sure to use “Save As” to save a copy of this practice set on your computer.

EXAMPLE TEXT

Item	Qtr 1	Qtr 2	Qtr 3	Qtr 4
Rent	3000	3000	3000	3000
Cleaning Supplies	350	350	350	350
Beverages	525	735	430	650
Telephone	1250	1550	1300	1250
Subscriptions	975	450	375	500
Furnishings	2750	3550	1250	4750

TUTORIAL TASKS AND QUESTIONS**Key#82464 - [Converting text to a table](#)**

Task: Using the sample text that has been copied into a blank Word document, then convert the text to a table using the default settings in the Convert Text to Table dialog box.

Question: The Convert Text to Table command is found where on the ribbon?

- A) On the Home tab, in the Paragraph group, in the Numbering command.
- B) On the Insert tab, in the Tables group, in the Table command.
- C) On the Page Layout tab, in the Page Setup group, in the Margins command.
- D) None of the above.

Practice & Quiz Sets

Key#82448 - [Inserting a blank table](#)

Task: Move the cursor down several blank lines below the table in your document. Insert a table that is 5 columns wide and 6 rows deep.

Question: With the cursor in the table, what contextual tab appears on the ribbon?

- A) The Table Tools contextual tab.
- B) The Picture Tools contextual tab.
- C) The Drawing Tools contextual tab.
- D) The Chart Tools contextual tab.

Key#82449 - [Inserting a quick table into a document](#)

Task: Move the cursor down several blank lines below the second table in your document. Insert the “With Subheads 2” quick table into the document.

Question: Quick Tables are preformatted tables that are a part of the Building Blocks that were introduced in Word 2007.

True or False

Key#82450 - [Select table elements](#)

Task: Using the table with the sample text at the top of your document, select different elements of the table using the methods demonstrated.

Question: What selection method allows you to select non-adjacent information?

- A) Click – Shift - Click.
- B) Click – Alt - Click.
- C) Click – Enter - Click.
- D) Click – Ctrl - Click.

Practice & Quiz Sets

Key#82451 - [Deleting table elements](#)

Task: Using the table with the sample text at the top of your document, select and delete the “Beverages” row in the table.

Question: To delete a table element, which steps should you follow?

- A) Select a table element, then select the Delete key on the keyboard.
- B) Select a table element, then select the Delete command on the Table Tools Layout tab and in the menu select the coinciding delete option.
- C) Select a table element, then select the keyboard shortcut Ctrl + D.
- D) None of the above.

Key#82452 - [Inserting columns and rows](#)

Task: Using the table with the sample text at the top of your document, insert a new row at the top of the table and a new column on the right side of the table.

Question: When you insert columns into a table, the new column widths will adjust automatically to stay within what?

- A) The document margins.
- B) The table margins.
- C) The column margins.
- D) The row margins.

Key#82454 - [Adding a new row to the bottom of a table](#)

Task: Using the table with the sample text at the top of your document, insert a new row at the bottom of the table.

Question: With the cursor in the last cell of the preceding row, press the Enter key on the keyboard to get a new row at the bottom of the table.

True or False

Practice & Quiz Sets

Key#82453 - [Changing the column width](#)

Task: Using the table with the sample text at the top of your document, practice changing the column widths using the methods demonstrated.

Question: When you move the grey box on the ruler to change the column width, which key on the keyboard should you also use to allow you to resize the columns without effecting the boundaries of the table?

- A) The Alt key.
- B) The Enter key .
- C) The Ctrl key.
- D) The Shift key.

Key#82455 - [Changing the row height](#)

Task: Using the table with the sample text at the top of your document, practice changing the row heights using the methods demonstrated.

Question: The height of a row in a table is adjusted automatically by what?

- A) The size of the table.
- B) The size of the font .
- C) The width of the columns.
- D) The number of rows in the table.

Key#82456 - [Distributing rows and columns evenly](#)

Task: Using the table with the sample text at the top of your document, select the Distribute Rows and Distribute Columns commands to evenly distribute the rows and columns.

Question: The Distribute commands will evenly distribute the rows and columns within what?

- A) The width and height of the document.
- B) The width and height of the table.
- C) The width and height of the paragraph.
- D) None of the above.

Practice & Quiz Sets

Key#82457 - [Merging cells in a table](#)

Task: Using the table with the sample text at the top of your document, type the text “ABC Company, Inc.” in the first cell of the blank row at the top of the document. Then select the cells in the first row of the table and use the Merge Cells command to merge the cells.

Question: You can merge any combination of cells together as long as they are what?

- A) As long as the selection is a rectangle of non-adjacent cells.
- B) As long as the selection is a non-adjacent rows.
- C) As long as the selection is a rectangle of adjacent cells.
- D) As long as the selection is a non-adjacent columns.

Key#82458 - [Splitting cells in a table](#)

Task: Use the table with the sample text at the top of your document. With the merged cell selected in the first row of the table, select the Split Cells command and split the cell into six (6) columns and one (1) row.

Question: To split a cell, which steps should you follow?

- A) Select the cell that you want to split, then select the Split Cells command. In the Split Cells dialog box select the number of columns and the number of rows that you want the cell split into. Then select OK to exit the dialog box.
- B) Select the cell that you want to split, then select the Merge Cells command.
- C) Select the cell that you want to split, then select the Split Table command.
- D) None of the above.

Key#82459 - [Changing the cell alignment](#)

Task: Use the table with the sample text at the top of your document. Make sure that the cells in the first row of the table have been merged. Change the height of the row so there is more room for the company name vertically, then select several different alignment commands ending with Align Center.

Question: The table cell alignment commands include both horizontal and vertical alignments. The vertical alignments include which options?

- A) Top.
- B) Center.
- C) Bottom.
- D) All of the above.

ATOMIC LEARNING

Practice & Quiz Sets

Key#82460 - [Changing the text direction in a cell](#)

Task: Use the table with the sample text at the top of your document. Select the merged cell in the first row of the table that contains the company name. Then click on the Text Direction command several times to view the different text direction options ending with Horizontal.

Question: What three different direction options does the Text Direction command allow you to choose from?

- A) Horizontal going left, Horizontal going right, and Vertical.
- B) Vertical going down, Vertical going up, and Horizontal.
- C) Top, Centered, and Bottom.
- D) Vertical going right, Vertical going left, and Horizontal.

Key#82462 - [Using table styles](#)

Task: Select the table with the sample text at the top of your document, or make sure that your cursor is in the table. Use Live Preview to view the different table styles available. Select the “Medium Grid 3 – Accent 4” table style (a tool tip should identify the table styles as you hover over them). Select different table style options like Header Row to view how it changes the table style.

Question: A table style allows you to apply the formatting all at once versus spending all of your time applying individual formatting like borders, shading, etc.

True or False

Key#82499 - [Repeating header rows](#)

Task: Using the table with the sample text at the top of your document, add enough rows of information so that the table continues onto the second page of the document (you can also change the height of the rows to push the information to the second page as well). Change the document view to two pages. Select the heading row or rows in the table and select the Repeat Header Rows command.

Question: What needs to be selected in the table to use the Repeat Header Rows command?

- A) The first two rows of the table must be a part of the selection.
- B) The first row of the table must be a part of the selection.
- C) The last row of the table must be a part of the selection.
- D) None of the rows need to be selected.

Practice & Quiz Sets

Key#82500 - [Creating a formula in a table](#)

Task: Using the table with the sample text at the top of your document, you should have a blank column on the right side of the table (if not, add a blank column). In the last cell to the right of “Rent” create a formula that totals those four quarters of expenses.

Question: To use the same formula in multiple cells in a Word table, which steps should you follow?

- A) Use the Fill Handle to copy the formula from one cell to the next.
- B) Create the formulas individually for each cell in the table.
- C) Copy the cell contents and paste it into the new cell.
- D) None of the above.

Key#82463 - [Converting a table to text](#)

Task: Using the table with the sample text at the top of your document, convert the table to text using tabs as the text separators.

Question: The Convert to Text command is found where on the ribbon?

- A) On the Home tab, in the Paragraph group, in the Numbering command.
- B) On the Insert tab, in the Tables group, in the Table command.
- C) On the Page Layout tab, in the Page Setup group, in the Margins command.
- D) On the Layout tab, in the Data group.