|  |  |
| --- | --- |
| **Lesson 6 Create a Table Study Guide** | |
| Student |  |
| Class |  |
| Date |  |

|  |  |
| --- | --- |
| **1.** | Lisa created a table. She wants the text in her rows to start at the top left. Which layout feature will she apply? |
|  |
|  | |  |  | | --- | --- | | **A.** | Cell Alignment | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Text Direction | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Cell Margins | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Distribute Rows | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **2.** | Where is the command to insert a new table into a Microsoft Word document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Home Ribbon, Tables group | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Insert Ribbon, Tables group | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Home Ribbon, Paragraph group | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Insert Ribbon, Pages group | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **3.** | Sam has a list of names (Last name, First name) in Word that he needs to put into a table and separate the last name from the first. Which option should he use? |
|  |
|  | |  |  | | --- | --- | | **A.** | Insert Table | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Draw Table | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Table | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text to Table | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **4.** | Lois has created a table in her document. She would like to add a blank row between the table headers and the first row of data. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Insert | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Delete | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Copy | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Cut | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **5.** | Sam wants to organize the data for his research paper. Which method would allow him to create a table with rows and columns of varying sizes? |
|  |
|  | |  |  | | --- | --- | | **A.** | Insert Table | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Draw Table | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Table | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text to Table | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **6.** | Lois is unable to view all of the information in the first column of her table. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Merge | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Split Cells | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Split Table | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | AutoFit | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **7.** | Which refers to text that is arranged in alphabetic, numeric, or date order based upon the first character? |
|  |
|  | |  |  | | --- | --- | | **A.** | Filtering | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Alphabetizing | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Sorting | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Ordering | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **8.** | Which two ribbons become available when a table is selected in a Microsoft Word document? |
|  |
|  | |  |  | | --- | --- | | **A.** | Table Format and Table Tools | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Table Tools and Table Edit | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Table Tools Edit and Table Tools Format | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Table Tools Design and Table Tools Layout | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **9.** | Johanna wants to navigate across columns to the right in her table. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Tab | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Enter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shift+Tab | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Shift+Enter | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **10.** | Table styles may be applied to a table in a Microsoft Word document from which ribbon? |
|  |
|  | |  |  | | --- | --- | | **A.** | Table Tools Design Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Table Tools Format Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Table Tools Layout Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Table Tools Edit Ribbon | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **11.** | Sam wants to organize the data for his research paper. Which method would bring up the dialog box so Sam could define the 20 rows and 4 columns that he knows he needs? |
|  |
|  | |  |  | | --- | --- | | **A.** | Insert Table | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Draw Table | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Quick Table | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Text to Table | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **12.** | Lisa wants to adjust the white space around a cell in her table. Which layout feature will she apply? |
|  |
|  | |  |  | | --- | --- | | **A.** | Cell Alignment | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Text Direction | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Cell Margins | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Distribute Rows | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **13.** | Johanna wants to navigate across columns to the left in her table. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Tab | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Enter | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Left arrow key | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Shift+Enter | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **14.** | Lois has created a table in her document. She would like to divide each cell in the top row of her table into two separate cells. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Merge | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Split Cells | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Split Table | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | AutoFit | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **15.** | Which command group in the Table Tools Layout Ribbon contains the command to modify the height or width of rows and columns in a table? |
|  |
|  | |  |  | | --- | --- | | **A.** | Editing | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Cell Size | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Rows and Columns | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Table Styles | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **16.** | Which ribbon is used to insert a new row into a Microsoft Word table? |
|  |
|  | |  |  | | --- | --- | | **A.** | Table Tools Format Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Table Tools Edit Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Table Tools Layout Ribbon | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Table Tools Design Ribbon | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **17.** | John wants add predefined formatting to his table. Which option should he choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Border | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Page Border | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shading | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Styles | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **18.** | Joan would like to place the table she has created in her document in another document as well. Which option should she choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Insert | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Delete | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Copy | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Cut | |
|  |  |
|  |  |

|  |  |
| --- | --- |
| **19.** | John would like to place a box around the entire document that includes his table. Which option should he choose? |
|  |
|  | |  |  | | --- | --- | | **A.** | Border | |
|  |  |
|  | |  |  | | --- | --- | | **B.** | Page Border | |
|  |  |
|  | |  |  | | --- | --- | | **C.** | Shading | |
|  |  |
|  | |  |  | | --- | --- | | **D.** | Styles | |
|  |  |
|  |  |