

Chapter 4

SUGGESTED CLASS ACTIVITIES

A. Name in one word:

1. Intersection of a row and a column. _____
2. A grid of cells arranged in rows and columns. _____
3. Command that automatically resizes a table to fit into a document. _____
4. To combine two or more cells in the same row or column into a single cell. _____
5. Option to divide cells into multiple parts. _____

B. Find the following words in the word grid given below.

COLUMN TABLE CELL INSERT AUTOFIT
MERGE ROW ALIGNMENT

D	J	B	K	I	N	S	E	R	T
A	B	G	M	K	J	H	G	W	Q
L	S	T	P	R	O	W	N	R	V
I	G	A	T	C	C	S	X	O	A
G	K	U	N	H	O	G	V	W	R
N	Y	T	A	B	L	E	A	X	Z
M	D	O	P	L	U	T	R	F	D
E	L	F	J	Y	M	E	R	G	E
N	X	I	A	Q	N	E	D	S	W
T	C	T	O	P	G	C	E	L	L