

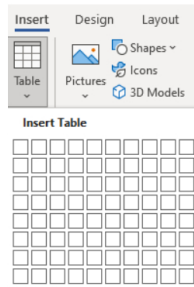
Your grade: 100%

 Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

1. How can you use this grid to add a table with 3 columns and 2 rows into your document?

1 / 1 point



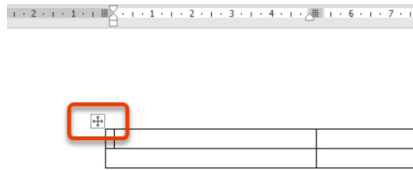
- ☒ Hold down the mouse button and drag it down until the required number of columns and rows are highlighted.
- ☐ Drag the mouse pointer over three squares vertically down the left-hand side.
- ☐ Drag the mouse pointer over the top three squares.

Correct

Correct! When you drag across the grid, the squares are highlighted in orange. This means it is easy to see the dimensions of the table you are creating. Another way to use it would be to locate the square which would be the bottom right-hand corner of the table and click once on that square.

2. What does the symbol highlighted below do if you click on it when working with tables?

1 / 1 point



- ☒ Select the table
- ☐ Allow you to move the table
- ☐ Adds a new column on the left-hand side of the table

Correct

Correct! Once you click on this symbol the entire table is selected. Whatever action you perform next would apply to all the rows and columns in the table.

3. How can you make a column in the table wider?

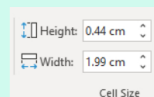
1 / 1 point

Select all options that apply.

- ☒ Go to the **Cell Size** group in the contextual table **Layout** tab and enter a width measurement there.

Correct

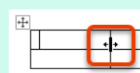
Not quite. In the **Cell Size** group you can type a measurement for the column width and the row height. This is useful if you need a very precise measurement for the columns or the rows in the table.



- ☐ Click on the **Autofit** drop down in the contextual **Table Layout** tab and choose **Fixed Width**.
- ☒ Drag the column separator to the right in the table.

Correct

Correct! When the mouse pointer is resting on the column border it will change to a double-headed horizontal arrow. When it's in this shape you can drag and drop the column border.



4. Once you've added a table to your document, what would be a quick way to format the table?

1 / 1 point

- ☒ Use the gallery in the contextual **Table Design** tab.
- ☐ Position the cursor in the table and use right the click menu to choose a **Table Style**.
- ☐ Use the **Styles** gallery on the **Home** tab.

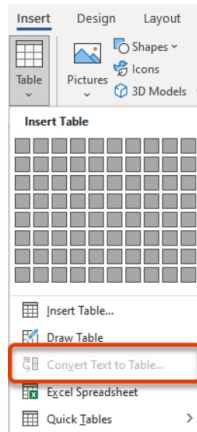
✓ **Correct**

Correct! The **Table Styles** gallery on the **Table Design** tab has a large selection of different table formats. If you wish, you can customize the **Table Styles** that are already there or design your own.

5. A block of text in your document originally came from another source and you would like to transform it into a table. When you go to the **Insert Table** drop-down the **Convert Text to Table** choice is grey out. What might have caused this to happen?

1 / 1 point

Select all options that apply.



☒ You have not selected the block of text.

✓ **Correct**

Correct! The first step in the conversion process is to select the data that **Word** will be transforming into a **Table**.

☐ You cannot convert information from outside **Word** to a table.

☒ The block might not have clear separators.

✓ **Correct**

Correct! Text that does not have separators such as commas or tabs, cannot be transformed into a table as **Word** does not know where to put the column breaks.