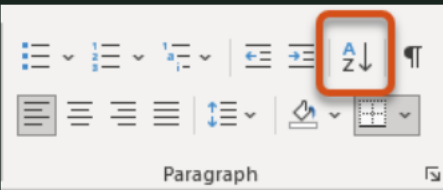1. You have a table containing names and addresses. You would like to sort the table so that the data is organized alphabetically by name. Where can you find the **Sort** command?

Select all options that apply.

☑ The Paragraph group on the **Home** tab.
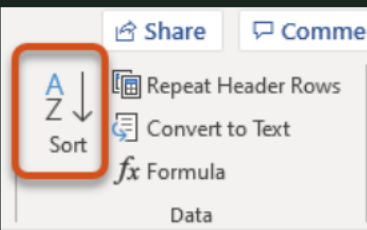
✓ **Correct**
Correct! The standard **Sort** choice which is in the Paragraph section of the **Home** Tab will work for tables also. **Word** treats the rows like list items or paragraphs.
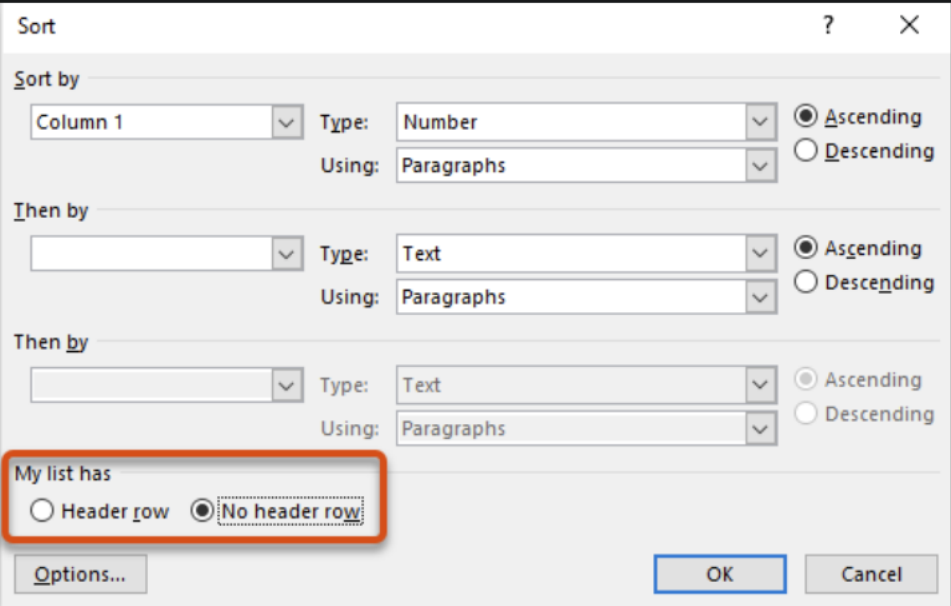

☐ The right-click menu and mini toolbar.

☑ The **Data** group on the contextual table **Layout** Tab.

✓ **Correct**
Correct! When the cursor is in the table the two contextual **Table** tabs appear on the right-hand side of the ribbon area. The **Sort** option for tables is on the right-hand side of the **Layout Tab**.

2. When you are using the **Table Sort** feature in **Word** why is the highlighted choice important?

☑ The selection here tells **Word** not to include the first line of the table in the sort operation.

✓ **Correct**
Correct! When you are sorting data in a table that has headings in the first row, it is important to select the **Header Row** option so that this row remains at the top of the table and is not sorted with the other rows.

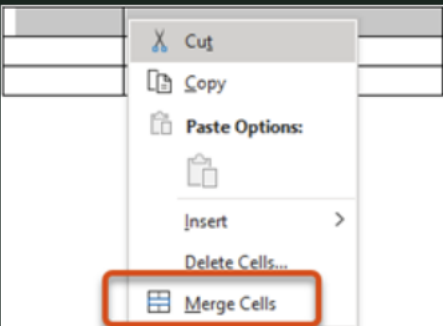☐ The selection here tells **Word** to perform an alphabetical sort.

3. You want to merge two cells in a table into one. Once you've selected both cells where can you find the **Merge** option?

Select all that apply.
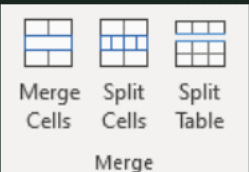
☑ On the right-click short cut menu.

✓ **Correct**
Correct! When the cursor is in a table, the shortcut menu has several commands relating to tables including **Merge**.

☐ On the contextual **Table Design** tab.

☑ On the contextual table **Layout** tab.

✓ **Correct**
Correct! The **Table Layout** tab has commands which allow you to change the structure of the table including **Merging** and **Splitting** cells.
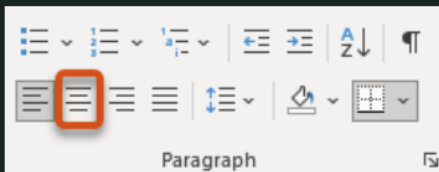
4. You have created a small **Table** that has only three **Columns**. The **Cursor** is sitting in the last **Cell** in the **Table** and the **Table** is positioned to the left of the page. You feel the **Table** would look better if you centered it on the page. How can you do this?

○ Leaving the cursor where it is, click on the **Centre** button in the **Paragraph** group on the **Home** tab.

○ Click on one of the choices in the **Alignment** group on the contextual table **Layout** tab.

◉ Select the table by clicking on the Plus (+) symbol in the top left-hand corner and then click on the **Centre** button in the **Paragraph** group on the **Home** Tab.

✓ **Correct**
Correct! It is important to select the table first. Clicking on the Plus (+) symbol selects the table as a structure and not just the contents in the cells. Once you've done this, the **Centre** button on the **Home** tab treats the table like any other paragraph and centers it on the page.

Paragraph

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5. You want to type long headings in your table, but you don't want the columns to be very wide. You decide to change the text direction to vertical to save space. Where would you find this choice?

○ On the **Paragraph** group in the **Home** tab?

○ In the contextual **Table Design** tab?

◉ In the contextual table **Layout** tab?

✓ **Correct**
Correct! The **Table Layout** tab has commands which allow you to change the structure of the table including **Text Direction** in the **Alignment** group.

Alignment