Chapter 21 Review

Tables

**Name:** **Click here and type your name**

Click in the shaded area and type your answer for each question. Use the [Tab] key to move from one answer field to the next.

1. What is the purpose of creating a table style?

Click here and type your answer

2. Describe the procedure for creating a table style based on an existing table style.

3. What is the purpose of the Alignment: setting in the New Table Style dialog box?

4. Which setting would you adjust in the New Table Style dialog box to increase the spacing between the text and the top of the cell?

5. How can creating a new table using a starting table style save time?

6. How can you make a table style current without opening the Table Style dialog box?

7. List two ways to open the Insert Table dialog box.

8. Describe the two ways to insert an empty table and explain how the methods differ.

9. By default, what two types of rows are at the top of a table?

10. What ribbon tab opens when you insert a table?

11. If you finish typing in a cell and want to move to the next cell in the same row, what two keyboard keys can you use?

12. List two ways to make a cell active for editing.

13. Explain how to insert a field into a table cell.

14. How can you insert a new row at the bottom of a table?

15. How are table cells identified in formulas?

16. Write the table cell formula that adds the value of C3 and the value of D4.

17. What is the function of the colon (:) in the formula =Sum(D3:D7)?

18. What is the difference between a sum formula and a count formula?

19. Write the table cell formula that averages the values of cells D1, D3, and D6.

20. Explain how to write a formula that calculates a function for cells that do not share common borders.