Exercise 8

Open your table document and do the following:

Move the information of the Khoza C cell to the last row

Copy the information of the Khoza C cell to the third row

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Learner Name | Demographic Form | Copy of ID | Copy of Licence | Copy of PrDP |
| Rasephya M.A. | Yes | Yes | Yes | No |
| Khoza C | Yes | Yes | Yes | No |
| Modise P | Yes | Yes | Yes | Yes |
| Makgatho J.S | Yes | Yes | Yes | Yes |
| Mogoane A.M | Yes | Yes | Yes | Yes |
| Khoza C |  |  |  |  |

Number the cells in a table

* Select the cells you want to number. To number the beginning of each row, select only the first column in the table.
* Click the Numbering button on the Formatting toolbar