

Chapter- 3

WORKING WITH TABLES**STUDY NOTES****Creating a Table**

A table is an organized arrangement of text in rows and columns. The point where a row and a column meet is called a **cell**. The simplest way to create a **table** is to click on the table button in the **tables** group on the **Insert** tab.

Different ways of inserting a table are:

- Using Table Grid
- Using Insert Table Dialogue box

Entering Data

- When you insert a table, place the insertion point in a cell to enter the data.
- You can move to the next adjoining cell, either by pressing **the Tab** key from the keyboard or by pressing the **Right Arrow** key.
- You can press **Up** and **Down** arrow key to move one cell up and one cell down from the current cell.
- If you are on the last row and on the last cell of the table and you need to insert one more row, simply press **Tab**.

Selecting a Table

To Select	Action
A cell	Click on the left edge of the cell or place the cursor anywhere in the cell. Then press the Shift+ Right Arrow key until the whole
A row	Move the cursor to the left of the row margin. The cursor turns into a white arrow pointing upright. Click the left mouse button and drag to the end of the row.
A column	Move the mouse over the top of the column. You will see a black down arrow. Click the left mouse button.
The entire table	Move the mouse over the entire table.

Resizing a Table:

Resizing a table can be done by using Table resize handle manually but Auto Fit option offers flexibility to resize the column width automatically. You can set the table width based on the window size or convert it back to use fixed column width.

Auto Fit Contents: It adjusts the column width according to the data entered.

Auto Fit Window: Selecting this option will adjust the table according to the margins set on a window.

Fixed column width: The column width gets fixed and the text is wrapped in the same cell.

MODIFYING A TABLE

Once you create a table, you can modify the table content.

Inserting Rows/Columns in a Table**To Add a New Column**

Click on the **Layout** tab in the **Table Tools** tab. Click either on the Insert Left or Insert Right button in the **Rows and Columns** group. An empty column will get inserted as per the chosen option.

To Add a New Row

- Select the row. Click on the **Layout** tab in the **Table Tools** tab. Click either on the Insert **Above** or **Insert Below** button in the **Rows and Columns** group.

Deleting Rows and Columns

- Select the column or row.
- Select the **Delete Rows** or **Delete Columns** option in the drop-down menu under the **Table Tools** on the **Layout** tab.

FORMATTING A TABLE

Formatting controls the overall appearance of the table. When you have created a table, you can format the table by using the **Table Styles** feature.

CHANGING THE COLUMN WIDTH:

Select the column. Go to the **Layout** tab. From the **Table** group, click on **Properties** button. The **Table Properties** dialog box appears. Click on the **Column** tab.

Select the **Preferred width** check box.

SPLITTING CELLS

Splitting a cell means dividing the selected cell into separate cells.

MERGING CELLS

Merging the cells provides a way to consolidate data in one cell.

APPLYING BORDERS AND SHADING:

This feature can enhance the appearance of the table by applying borders and shading styles.

CONVERTING TEXT TO A TABLE:

You can convert existing text to a table.

INSERTING PICTURE IN A TABLE:

You can insert pictures in a table by selecting pictures option under illustrations group in insert tab.

CALCULATIONS IN A TABLE:

You can perform calculations on the numeric data entered in a table. Click Layout tab. Select formula button from the data group.

UPDATING CALCULATIONS IN A TABLE

MS Word provides the facility to change the data or add new data in a table. To update the total sum in a table:

Press **F9** key and observe that MS Word automatically updates the calculations.

Brain Developer

Section-A

A. Fill in the blanks.

1. The **Tab** key is used to move the cursor to the adjoining cell of a table.
2. The **Quick Table** option is used to insert a predesigned table in a word document.
3. A small hollow square at the bottom right corner of the table is called **Table resize** handle.
4. The **AutoFit Window** option adjusts the table according to the margins set on a window.
5. **Formatting** controls the overall appearance of a table.
6. **Splitting** a cell means dividing the selected cells into separate cells.

B. State True or False.

1. Press Shift +Tab key to move to the next cell. **(False)**
2. Clicking on the Table Move Handle will select the entire table. **(True)**
3. You can insert columns only to the left side of the selected column. **(False)**
4. AutoFit Contents option adjusts the column width according to the data entered. **(True)**
5. Cells cannot be merged in a table. **(False)**
6. We can add a row or column in a table by clicking on the + sign. **(True)**

C. Application-based questions.

1. The teacher has asked Rohan to enter his test marks in a table. She asked him to calculate his total marks. Which option should he use to find the total marks?

Ans: Autosum

2. Ishita has designed her weekly study schedule in a tabular format. She wants to enlarge the size of the table. Suggest a quick way to reset the table.

Ans: By using Table resize Handle

Section-B

A. Multiple-choice questions.

1. The intersection of a column and row is called a

- a. Border b. Table c. Cell

2. The Tables group is present in thetab
- a. Layout b. Insert c. Home
3. Which key combination deletes the selected rows and columns from a table?
- a. Ctrl+Delete b. Shift+ Delete c. Alt+ Delete
4. Which function key is used to update the total in a cell?
- a. f7 b.f8 c.f9
5. Which among the following shortcut keys is used on the numeric keypad to select the entire table?
- a.Alt+6 b. Alt+5 c. Alt+4

B. Answer the following Questions

1. How is a table useful?

Ans: A table is an organized arrangement of text in the form of rows and columns.

2. State the difference between

a. Table move handle and table Resize Handle

Ans: Table move handle is used to move the table where as Table Resize handle is used to resize a table.

b. Split cell and merge cells

Ans: Splitting a cell means dividing the selected cell into separate cells where as merging the cells means combining two or more cells into a single cell.

3. What do you understand by the term "Formatting"?

Ans: Formatting controls the overall appearance of the table.

4. Briefly explain the quick way in which you can change the column width in a table.

Ans: Select the column. Go to the **Layout** tab. From the **Table** group, click on **Properties** button. The **Table Properties** dialog box appears. Click on the **Column** tab.

Select the **Preferred width** check box.