

**SESSION : 1**

**CLASS : V**

**SUBJECT : COMPUTER**

**CHAPTER NUMBER:3**

**CHAPTER NAME :WORKING WITH TABLES**

**SUBTOPIC :CREATE TABLE, ENTER DATA IN A TABLE**

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**CHANGING YOUR TOMORROW**

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# LEARNING OBJECTIVE :

To enable students to know about tables in MS Word .

# 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

<b>To Select</b>	<b>Action</b>
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 cell is selected.
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.

# Homework

Which mouse click is used to select a cell?

# LEARNING OUTCOME:

Students will get knowledge about Table.

**THANKING YOU**  
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