

**SESSION : 2**

**CLASS : V**

**SUBJECT : COMPUTER**

**CHAPTER NUMBER:3**

**CHAPTER NAME :WORKING WITH TABLES**

**SUBTOPIC :MODIFY A TABLE, RESIZE TABLE, INSERT AND DELETE ROWS AND COLUMNS**

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**CHANGING YOUR TOMORROW**

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# LEARNING OBJECTIVE :

To enable students to know about tables in MS Word .

# RECAPITULATION

## 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

## 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.

# Insert and delete rows and columns

## 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.

# LEARNING OUTCOME:

Students will get knowledge about Table.

**THANKING YOU**  
**ODM EDUCATIONAL GROUP**