

SESSION : 3

CLASS : V

SUBJECT : COMPUTER

CHAPTER NUMBER:3

CHAPTER NAME :WORKING WITH TABLES

SUBTOPIC :FORMAT A TABLE, CHANGE COLUMN WIDTH, SPLIT AND MERGE CELLS

CHANGING YOUR TOMORROW

LEARNING OBJECTIVE :

To enable students to know the formatting styles and how to merge and split cell in a tables in MS Word .

RECAPITULATION

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.

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.

Homework:

What do you mean by split and merge operation ?

<https://wordwall.net/resource/19229513>

LEARNING OUTCOME:

Students will get knowledge about Table.

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