Minimum Level of learning

- Student should be able to create a time table of their class in word.
- ✤ Student should be able to create a greeting card using page borders and other options.

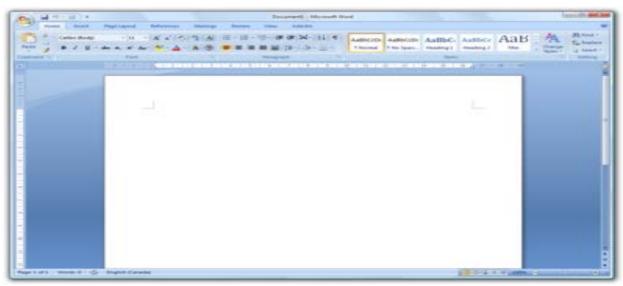
<u>In This unit</u>

- 1.1 Inserting Tables
 - 1.1.1 Selecting no of rows and Columns
 - 1.1.2 Inserting new row and Column
 - 1.1.3 Merging the cells.
 - 1.1.4 Filling the color in cells.
 - 1.1.5 Alignment in the table(vertical and horizontal)
 - 1.1.6 Table borders
- 1.2 Draw Table

Introduction:-

Dear Students, in this unit, we will learn about the tables in MS-word. First we are going to see "what is MS-word actually"

Microsoft Word or **MS-WORD** (often called **Word**) is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. The purpose of the **MS Word** is to allow the users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.



Microsoft Word 2007

Students currently there are many version of MS-Word is available in the market like Office 2003, 2007. 2010, 2013 etc. here we are considering MS-word 2007 version.

1.1 Inserting Tables

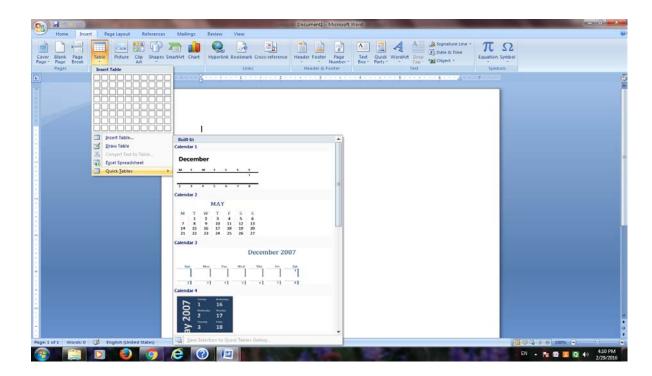
In Microsoft Office Word 2007, you can insert a table by choosing from a selection of preformatted tables — complete with sample data — or by selecting the number of rows and columns that you want. You can insert a table into a document, or you can insert one table into another table to create a more complex table. There are 3 ways by which you can insert a table in the document and these 3 ways are as following:-

1.1.1 Selecting no of rows and Columns

(i) Use table templates

You can use table templates to insert a table that is based on a gallery of preformatted tables. Table templates contain sample data to help you visualize what the table will look like when you add your data.

- 1. Click where you want to insert a table.
- 2. On the **Insert** tab, in the **Tables** group, click **Table**, point to **Quick Tables**, and then click the template that you want.



(ii) Use the Table menu

1. Click where you want to insert a table.

2. On the **Insert** tab, in the **Tables** group, click **Table**, and then, under **Insert Table**, drag to select the number of rows and columns that you want.

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(iii) Use the Insert Table command

You can use the **Insert Table** command to choose the table dimensions and format before you insert the table into a document.

- 1. Click where you want to insert a table.
- 2. On the Insert tab, in the Tables group, click Table, and then click Insert Table.
- 3. Under **Table size**, enter the number of columns and rows.
- 4. Under AutoFit behavior, choose options to adjust the table size.

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1.1.2 Inserting new row and Column:-

After inserting a table if you want to add/insert new row or new column then you can follow the following procedure:-

Add a row above or below

- 1. Click in a cell above or below where you want to add a row.
- 2. Under Table Tools, on the Layout tab, do one of the following:
 - To add a row above the cell, click **Insert Above** in the **Rows and Columns** group.
 - To add a row below the cell, click Insert Below in the Rows and Columns group

Add a column to the left or right

- 1. Click in a cell to the left or right of where you want to add a column.
- 2. Under Table Tools, on the Layout tab, do one of the following:
 - To add a column to the left of the cell, click **Insert Left** in the **Rows and Columns** group.
 - To add a column to the right of the cell, click **Insert Right** in the **Rows and Columns** group.

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<u>1.1.3 Merging the cells.</u> Merge (Combine/Join) cells

You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

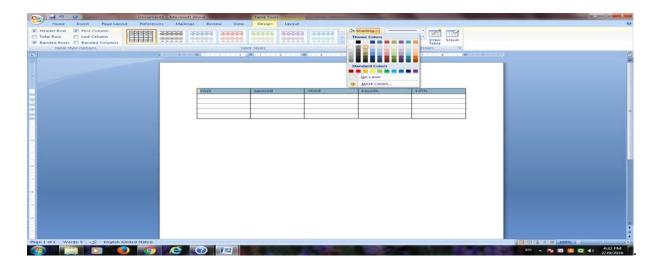
- 1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
- 2. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

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1.1.4 Filling the color in cells.

You can fill any color in a specific cell or group of cell to make it distinct from the other cell in the table by follow the following procedure;-

- 1. Select the cells that you want to fill with color by clicking the left edge of a cell and then dragging across the other cells that you want.
- 2. Under Table Tools, on the Design tab, click shading then select any color of your choice.



1.1.5 Alignment in the table (vertical and horizontal):-

Aligning text in columns and rows in Word is a matter of choosing how you want the text to line up vertically and how you want it to line up horizontally. Follow these steps to align text in a table:

- 1. Select the cells, columns, or rows, with text that you want to align (or select your entire table).
- 2. Go to the (Table Tools) Layout tab.
- 3. Click an Align button (you may have to click the Alignment button first, depending on the size of your screen).

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Click an Align button

Word offers nine ways to align text

1.1.6 Table borders:-

When you add a border to a picture, text, or page, you can make those elements in your document stand out. You can do the same with the tables in your documents. You can add a border to a table by using the Border Styles, you can design your own custom border, or you can apply a pre-designed table style.

Add table borders

- 1. Under Table Tools, click the Design tab.
- 2. In the Table Styles group, click Borders, and then do one of the following:
- Click one of the predefined border sets.
- Click Borders and shading, click the Borders tab, and then choose the options that you want.

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Remove table borders from the whole table

- 1. Under Table Tools, click the Design tab.
- 2. In the **Table Styles** group, click **Borders**, and then click **No Border**.

1.2 Draw Table:-

You can draw a complex table — for example, one that contains cells of different heights or a varying number of columns per row.

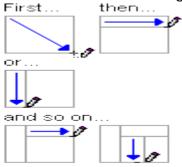
- 1. Click where you want to draw the table.
- 2. On the Insert tab, in the Tables group, click Table.



3. Click Draw Table.

The pointer changes to a pencil.

- 4. To define the outer boundaries of the table, draw a rectangle.
- 5. Draw column and row lines inside the rectangle.



6. To erase a line or block of lines, under **Table Tools**, on the **Design** tab, in the **Draw Borders** group,



- Click the line that you want to erase. When you are finished, click Draw Table to continue drawing the table.
- 8. When you finish drawing the table, click in a cell and start typing or insert a graphic.

Assignments:-

- Create a time table of your class in word using tables.
- Create a greeting card using page borders and other options.