

St. Michael's School, Muri

Std. V

Subject - Computer

Chapter :-3 Working With Tables in MS Word 2016

Tables are useful for presenting text information and numerical data in a neat and orderly fashion. Tables consists of rows and columns that inserted two forms boxes call sales which you can then fill with takes numbers of graphics.

Inserting a table:-

Step to insert a table in MS word 2016

- Open a blank document in MS office 2016.
- Place the insertion point where you want the table to appear.
- Navigate the insert table in ribbon then click the table command.
- In dropdown list that contains a grid select the number of columns and rows you want.
- Click the grill to confirm your selection and a table will appear.

Table tools:-To access this tab click a table in your document and the table tools they will appear in the ribbon. Form these tapes you can modify the design of the layout of your tables.

Inserting row and column:-

Using the table tools layout tab to insert rows and columns

- Click in the cell that you want to insert a row or column around.
- Click the layout tab for table tools
- In the table tool layout tab click insert to insert a row or column.

Deleting ROW and Column:-

1. Place the insertion point in the row or column you want to delete.
2. Right click then select delete cell from the menu..
3. a dialogue box will appear choose delete entire row or delete entire column, then click ok.
4. The row or column will be deleted.

Merging Cells

- Select the cells that you want to merge.
- Click on layout tape for table tools.
- In the table tools layout tape click merge Cells.

Converting text to table:-

Steps to convert text to table

- Select the text you want to convert to a table.
- Go to the insert tab then click the table command .
- Select the convert text to table from the dropdown menu.
- A dialogue box will appear. Choose one of the options under separate text at. This is how word knows what to put into each column.
- Click ok. The text will appear in a table.

Calculations in table:-

you can perform calculation on the numerical data enter in a table.

- Select the layout tab in table tools
- Click in the cell where the result is to be displayed. Click on formula button in data group.
- Not that the sum formula is already displayed. Click ok button.

Holiday home work:-

Exercises:-

- **Fill in the blanks with the words given in the box below.**

(Table, Tab, double headed, layout, splitting)

- While changing the column width the pointer changes to _____.
 - _____ key used to move the cursor in the adjoining cell of a table.
 - To access a table tool tab in a ribbon you have to click a _____ in a document.
 - _____ is the process of dividing cell in a multiple cells .
 - selected row and columns can be deleted by clicking on delete button on the _____.
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- **State t for true and f for false statements .**
 - The size of a table can be the increase and decrease manually.
 - You can insert columns only to left side of the selected column.
 - The insertion of a column and row is called a cell..

- Cells cannot be merged in a table .
- Clicking on the table move handle will select an entire table.

- **Answer following question:-**

- Briefly explain any two method to insert a table in a document.
- What is the use of merge cells option?
- How will you convert the text to a table.
- How will you calculate the sum in a table?
- How will you insert a picture in a cell?
- How to delete a row and column in a table?