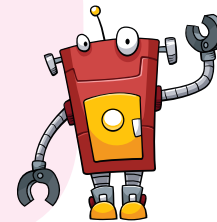




# Working with Tables in MS Word

## Learning in this chapter

- Tables
- Inserting, resizing and moving a tables
- Entering Data in a table
- Selecting Table Rows, Columns and cells
- Inserting and deleting Row, Column
- Merging and splitting the cells
- Applying a table style



Tables are used in documents to organize and present information in an effective format.



## TABLES

A **table** is a grid of cells arranged in horizontal rows and vertical columns. We can use a table to present textual and numerical data in a concise way. We can even insert picture in the cells to lend visual appeal to data. Before starting to work with tables let us familiarize ourselves with its different parts.

	Column 1	Column 2	Column 3	
Row 1	S. No.	Name	Address	
Row 2	1	Sahil	26, National Park	Cells
Row 3	2	Mayank	263, East of Kailash	
Row 4	3	Samyak	B-28, Yojna Vihar	

The top row of a table is generally called the **header row** because it contains all the column headings.



## INSERTING A TABLE

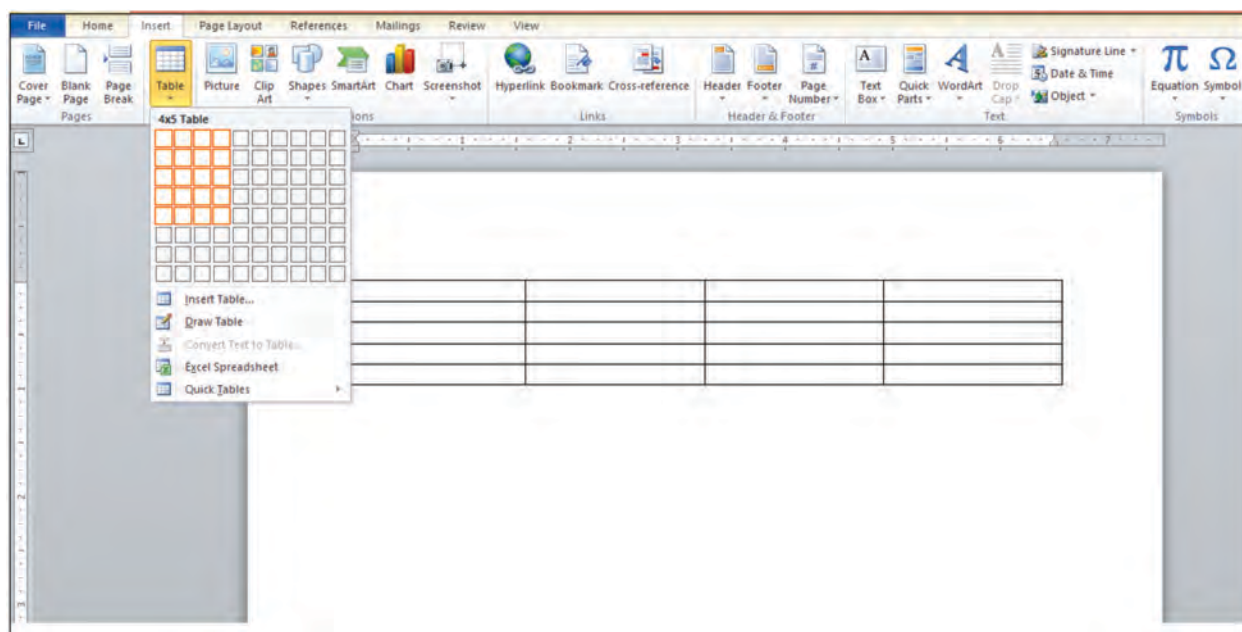
Word provides us a number of ways to insert table in a document. Let us learn about them.



## Inserting Table using the table Grid:

The steps to insert table from the table grid are as follows:

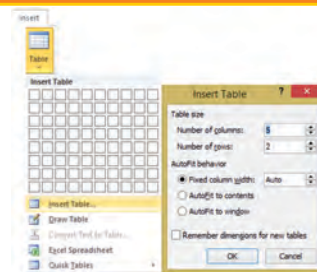
1. Place the cursor where you want to insert the table.
  2. Click on the **Insert** tab.
  3. Click on the **Table** command button in the **Tables** group.
  4. Move the mouse pointer over the table grid to highlight as many rows and columns you want in the table.
  5. Then click the mouse.
- ...The table will appear in your document.



## Other Methods of Inserting a Table

The following is brief description of other methods used to insert a table in a document.

Method	Steps
Inserting table using the Insert Table option.	<ol style="list-style-type: none"> <li>1. Place the cursor at a required position and click on <b>Table</b> button in the <b>Insert</b> tab.</li> <li>2. From the <b>Table</b> button drop down menu, select the <b>Insert Table</b> option.</li> <li>3. In the <b>Insert Table</b> dialog box, enter the number of rows and columns for table and click on the <b>Ok</b> button.</li> </ol>
Drawing a Table manually.	<ol style="list-style-type: none"> <li>1. From the <b>Table</b> button drop down menu, select the <b>Draw Table</b> option.</li> <li>2. Drag the pointer diagonally to draw a rectangular table border.</li> <li>3. Then drag the pointer to draw horizontal and vertical lines to create rows and columns.</li> </ol>



Insert Table dialog box



## Using the Quick Tables Gallery

1. In the **Table** button drop down menu, point to **Quick Tables**.  
...It will show you the Quick tables gallery with some built-in table styles.
2. Click on any table styles.  
...The table will get inserted.
3. You can change data displayed in the tables as you would edit any normal text.



Quick Tables Gallery



### Remember

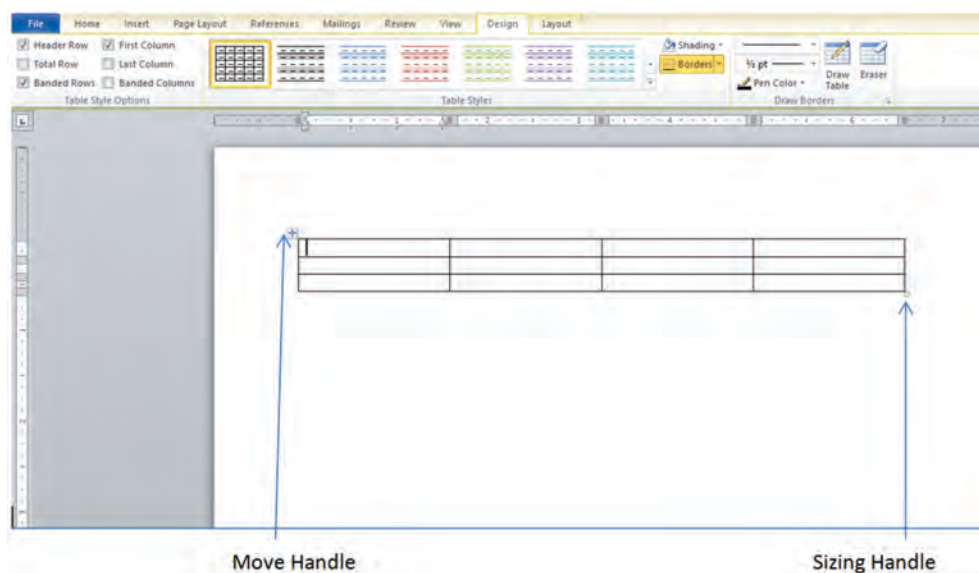
- When you insert a table in a document, two new tabs appear on the ribbon under the Table tools. You can use the commands given in these two tabs to manipulate the table.



## RESIZING AND MOVING A TABLE

Once a table is inserted you can change its size and position by using the dragging action of the mouse. The steps to do this are as follows :

1. Make sure that the document is open in the Print Layout view.
2. Bring the mouse pointer over the table. The **Sizing handle** will appear in the **bottom right corner** of the table.



3. Drag the sizing handle up, down or diagonally as required to change the table's size.
4. To move the table, drag it from the **Move handle** that appears at the **top left corner** when you point to a table.





## ENTERING DATA IN A TABLE

- After inserting a table we can enter data in it simply by clicking in the different cells and typing out the text or numbers as required.
- We can move to the next cell by pressing the **Tab** key. To move to a previous cell we should press the **Shift+Tab** keys.
- We can select, delete and edit data entered into a cell like any normal text.
- While entering data as we reach the last cell of a table (bottom right corner cell), We can press the **Tab** key to add an extra row.

Monuments	City	States
Charminar	Hyderabad	Telangana
Taj Mahal	Agra	Uttar Pradesh
Golden Temple	Amritsar	Punjab
Qutab Minar	Delhi	Delhi
Hawa Mahal	Jaipur	Rajasthan
Sanchi Stupa	Sanchi	Madhya Pradesh
Ajanta Ellora Caves	Aurangabad	Maharashtra
Elephanta Caves	Mumbai	Maharashtra

A table with data



### Remember

- Besides the **Tab** and **Shift+Tab** keys you can also press some other key combinations to move within a tablet. These combinations (or keyboard shortcuts) are given in the adjacent table.

To Move to the...	Press..
first cell in a column	Alt + PageUp
last cell in a column	Alt + PageDown
first cell in a row	Alt +Home
last cell in a row	Alt +End

## Activity

1. Create a 5×7 (5 columns and 7 rows) table in a MS Word document using any one of the above given methods.
2. Enter the data in it as shown below and save the document file.


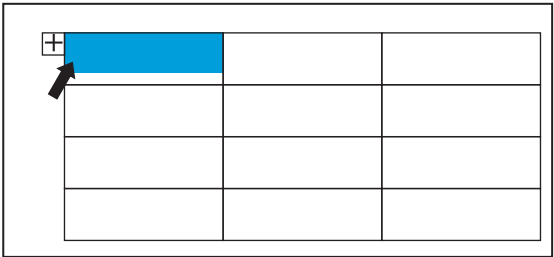
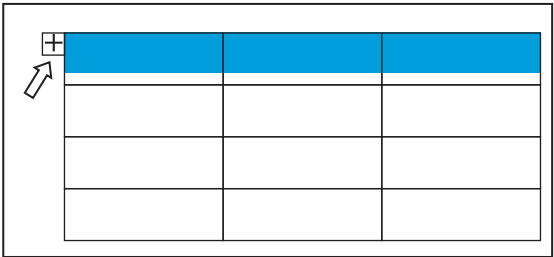
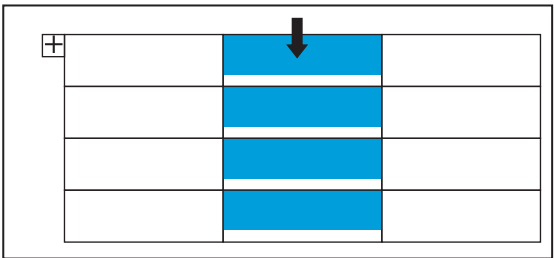
Name	Class	Maths	English	Science
Ramesh	VI A	80	75	59
Syresh	VI A	68	39	68
Mahesh	VI B	58	81	44
Dinesh	VI C	75	72	90
Diya	VI C	48	68	73
Khushi	VI B	84	86	91

3. Change the marks for the first student (Ramesh) from 80, 75, 59 to 84, 76, 66.
4. Save the changes by clicking on the save button on the Quick Access toolbar.



## SELECTING TABLE, ROWS, COLUMNS AND CELLS

Some actions may require us to select the entire table or some of its parts (rows, columns or cells etc.). Let us learn to select different parts of a table.

To select...	The Steps are...
<p>To entire table</p>  <p>Move handle</p>	<ol style="list-style-type: none"> <li>1. Click on the move handle located in the upper left corner of the table. (The Move handle becomes visible when you point to a table.) OR Click anywhere in the table.</li> <li>2. Open the <b>Layout</b> tab from under the <b>Table Tools</b>.</li> <li>3. In the <b>Table</b> group click on the <b>Select</b> button.</li> <li>4. In the drop down menu click the <b>Select Table</b> option. ...The entire table will get selected.</li> </ol>
<p>To a cell</p> 	<ol style="list-style-type: none"> <li>1. Position the mouse pointer in the cell's selection area (just inside the left boundary of the cell).</li> <li>2. The pointer will change to a diagonally pointing arrow (↖).</li> <li>3. Click the left mouse button. ... The cell (including any data inside it) will get selected.</li> </ol>
<p>To a row</p> 	<ol style="list-style-type: none"> <li>1. Position the mouse pointer in the row selection area (the area just to the left of a row).</li> <li>2. When the pointer changes shape to a diagonal white arrow (↖) click with the mouse. ...The entire row will get selected.</li> </ol>
<p>To a column</p> 	<ol style="list-style-type: none"> <li>1. Position the mouse pointer in the top boundary of the column that you want to select.</li> <li>2. The pointer will change to (⬇). Click the mouse. ...The entire column will get selected.</li> </ol>

**TIP!** Use the shift key if you want to select multiple adjacent cells, rows or columns. Keep the Ctrl key pressed while selecting multiple non-adjacent cells, row or columns.



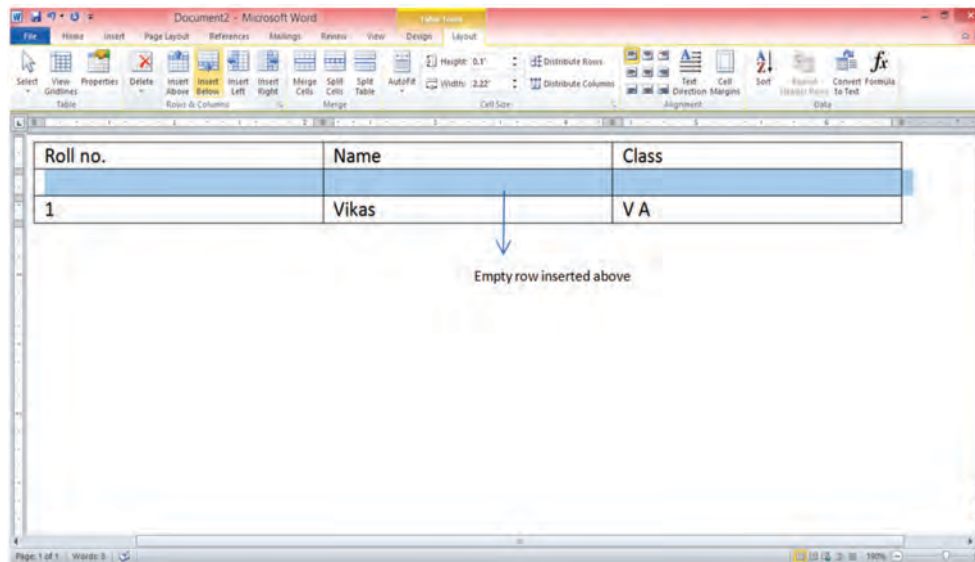




## INSERTING ROWS

We can insert a new blank row above or below a particular row by using the following steps :

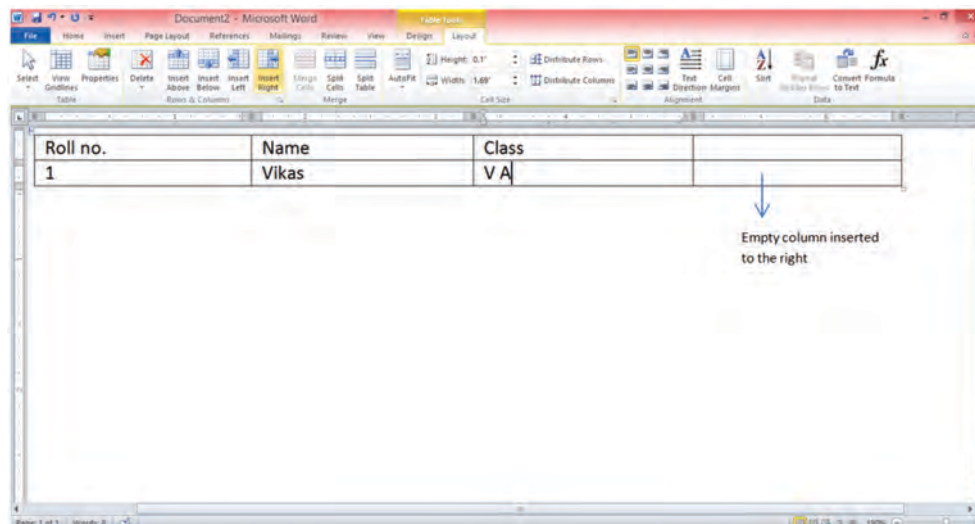
1. Place the cursor in any cell of the row, below/above which you want to insert a new blank row.
2. Open the **Layout** tab under the **Table Tools**.
3. In the **Rows and Columns** group, click on the **Insert Above** or **Insert below** button as required to insert the blank row.



## INSERTING COLUMNS

To insert a column to the left or right of a given column, follow the steps given below :

1. Select the column to the left or right of which you want to insert a new blank column.
2. Open the **Layout** tab under the **Table Tools**.
3. In the **Rows and Columns** group, click on the **Insert Left** or **Insert Right** button as required to insert the blank column.

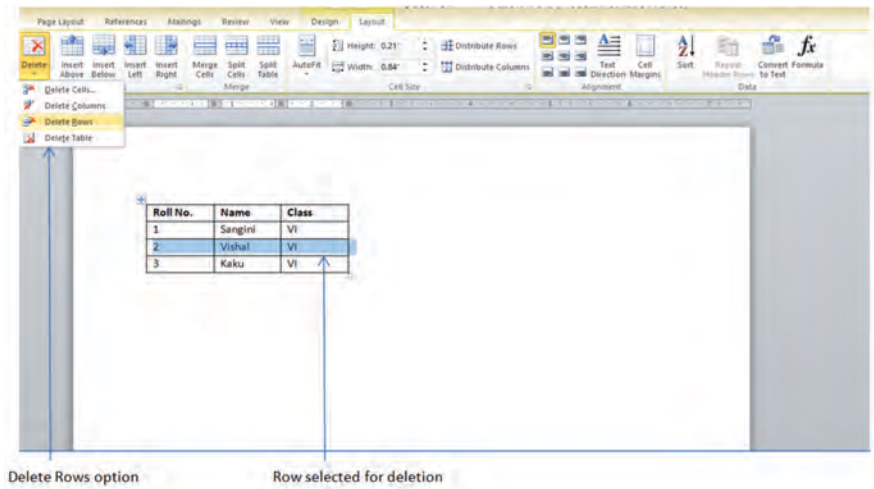




## DELETING A ROW

To delete a row from a table follow these steps :

1. Select the row that you want to delete.
2. Open the **Layout tab** from the **Table Tools**.
3. In the **Rows and Column group**, click on the **Delete button**.
4. From the drop down menu that appears, select **Delete Rows** option.



...The selected row will get deleted.

**TIP!** You can also delete a row by selecting it, then right clicking on it and then clicking the Delete Row option from the shortcut menu.

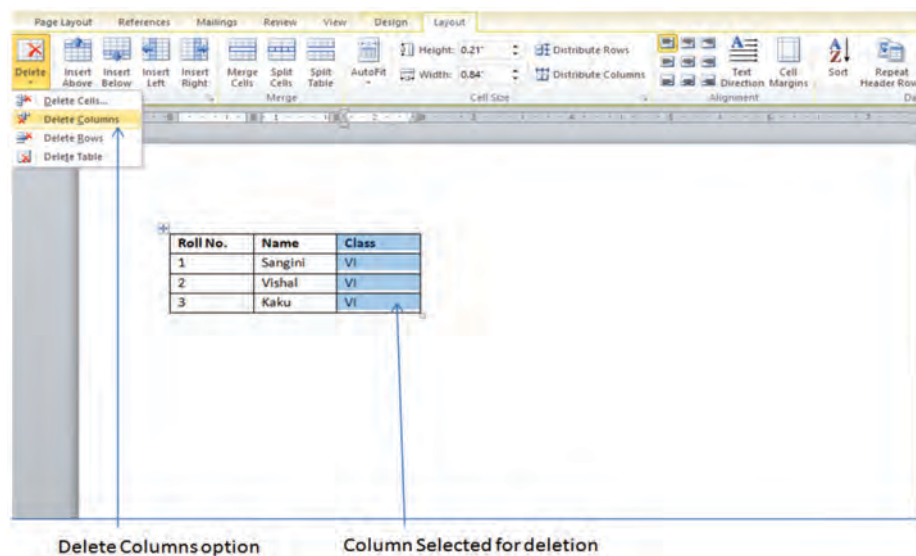


## DELETING A COLUMN

To delete a column, we can use the steps as given below :

1. Select the column that you want to delete.
2. Open the **Layout tab** from the **Table Tools**.
3. In the **Rows and Columns group**, click on the **Delete button**.
4. From the drop down menu, select **Delete Columns** option.

...The selected columns will get deleted.



**TIP!** To delete two or more rows/columns, select them and then use the delete Rows/Delete Columns command.

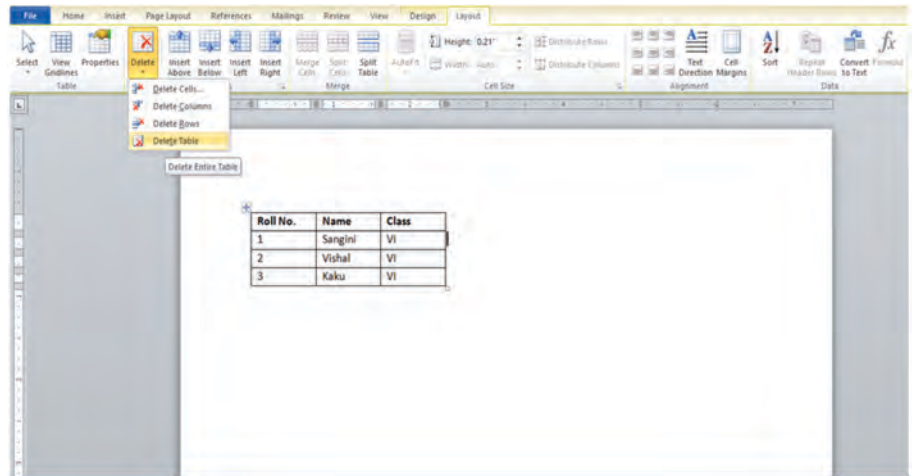




## DELETING A TABLE

To delete an entire table from a document, we should follow these steps :

1. Select the entire table or place the cursor in any cell of the table.
2. Open the **Layout** tab and click on the **Delete** button in the **Rows and Columns** group.
3. From the drop down menu that appears, select the **Delete table** option.  
...The table will get deleted.



## MERGING THE CELLS

We can use the **Merge Cells** button in the Layout tab to merge two or more adjacent cells into a single cell. To do this follow these steps :

1. Select the adjacent cell/s that you want to merge.
2. Open the Layout tab and click the **Merge cells** button in the **Merge** group.

Record sheet		
Roll No.	Name	Class
1	Sangini	VI
2	Vishal	VI
3	Kaku	VI

Cells selected for merging

Record sheet		
Roll No.	Name	Class
1	Sangini	VI
2	Vishal	VI
3	Kaku	VI

Merged cells

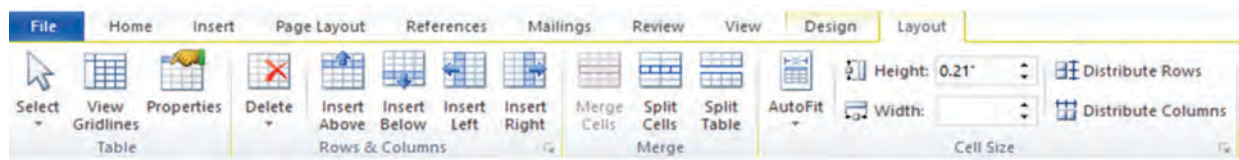
...The selected cells will merge together.



## SPLITTING THE CELLS

The **Split Cells** button does the opposite of the Merge Cells button. It splits a single cell into multiple cells. The steps to use this option are as follows :

1. Select the cell that you wish to split into multiple cells.
2. Open the **Layout** tab. In the Merge group, click on the **Split Cells** option.

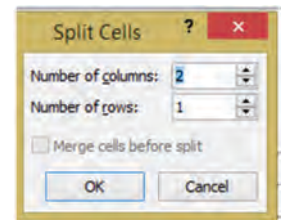


...The Split cells dialog box opens.





3. Enter the number of rows and columns you want to split the cell into.
4. Click on the **OK** button.  
...The dialog box will close and the cell will split into the required number of cells.



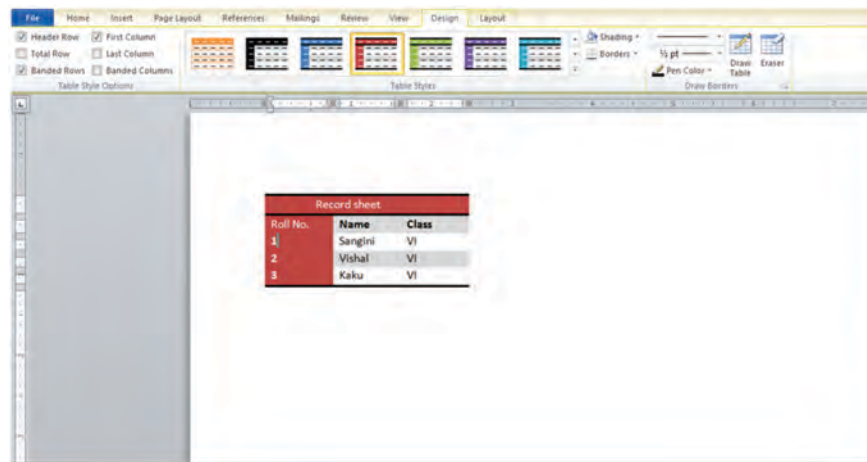
Split cells dialog box



## APPLYING A TABLE STYLE

Word 2010 provides a number of table styles that help us to quickly format tables in a number of interesting ways. The steps to apply a table style are as follows :

1. Select the table to which you want to apply a table style.
2. Open the **Table Tools Design** tab.
3. In the **Table Styles** group, scroll through the gallery of the **Table Styles** and point at each one to see a preview of your table with that style.
4. When you find a table style that matches your requirement, click on it.



A style applied to a table

...The style will get applied to the table.



## POINTS to Recall

- A table is a grid of cells arranged in horizontal rows and vertical columns.
- Word provides a number of options to insert tables in a document. All these options can be accessed from the Insert tab.
- You can resize a table by dragging it from its Sizing handle. To move a table you need to drag it from the Move handle.
- When you click inside a table or select a table, two new tabs-Design tab and Layout tab appear under the Table Tools headings.
- The Design tab contains options to allow you to format the table and change its design.
- The Layout tab contains options to allow you to modify the structure of a table and edit the table data.





## TERMS to Learn

- **Table** : A grid of cells arranged in horizontal rows and vertical columns.
- **Quick Tables** : Pre-designed table templates stored in the Quick Tables gallery.
- **Cells** : Rectangular boxes formed at the intersection of rows and columns.
- **Rows** : Horizontal collection of contiguous cells along a line.
- **Columns** : Vertical collection of contiguous cells along a line.
- **Merging Cells** : Combining two or more cells into a single cell.
- **Splitting Cells** : Dividing a single cell into multiple cells.
- **Table Styles** : Built-in styles that can be applied to format a table quickly.



### Multiple Choice Questions

#### A. Tick (✓) the correct answer :

- To insert a row in a table, click the \_\_\_\_\_ tab.  
 (a) Design  (b) Insert  (c) Layout
- What will you click to select an entire table?  
 (a) Sizing handle  (b) Select handle  (c) Move handled
- Which tab contains the Rows and Columns group?  
 (a) Design tab  (b) Home tab  (c) Layout tab
- Which tab contains options to apply different table styles to a table?  
 (a) Design tab  (b) Home tab  (c) Layout tab
- Which command button in the Merge group of the Layout tab helps you to merge two or more cells into a single cell?  
 (a) Merge  (b) Merge Cells  (c) Merge as one

#### B. Fill in the blanks with the help of the given hints :

- The Table button is situated in the \_\_\_\_\_ tab.
- A table is made up of horizontal \_\_\_\_\_ and vertical \_\_\_\_\_ .
- While entering data in a tables, press the \_\_\_\_\_ key to move to the next cell.
- To select the entire table you should click on \_\_\_\_\_ handle.
- When you point at a table, the \_\_\_\_\_ handle is displayed at the bottom right corner.
- The top row of a table is generally called the \_\_\_\_\_ row as it contains the column headings.

**HINTS :** Row    Move    Column    Tab    Header    Insert    Sizing



**C. Write 'T' for true statements and 'F' for false statements in the box :**

1. When you click on 'Insert Table' option in the Table button menu, the Insert table dialog box opens.
2. Cells are formed at the intersection of rows and columns.
3. A 5×6 table means, it has 5 rows and 6 columns.
4. To join two or more cells, we use merge cell option in the layout tab.
5. You can use the Shift key to select multiple adjacent cells in a table.

**D. Match the following :**

- |                                       |                 |
|---------------------------------------|-----------------|
| To move to the last cell in a row     | Alt + Home      |
| To move to the first cell in a column | Alt + Page Down |
| To move to the first cell in a row    | Alt + Page Up   |
| To move to the last cell in a column  | Alt + End       |

**E. Very Short Answer Question :**

1. Which tab contains the options to apply a style to a table?  
\_\_\_\_\_
2. Which key should you use to select adjacent columns?  
\_\_\_\_\_
3. Which key should you use to select non-adjacent rows in a table?  
\_\_\_\_\_

**F. Short Answer Question :**

1. Define table.  
\_\_\_\_\_
2. What is a cell?  
\_\_\_\_\_
3. What is header row?  
\_\_\_\_\_

**G. Long Answer Question :**

1. How will you select a single cell in a table?  
\_\_\_\_\_
2. What do the move and sizing handle help you to do?  
\_\_\_\_\_
3. What do the Design and Layout tabs under the Table tools help you to do?  
\_\_\_\_\_
4. How will you add a style to a table? State briefly?  
\_\_\_\_\_



## Activity Time

**Practical 1 :** Creating a table and entering data into it.

1. Open a MS-Word document and insert a table in it with 10 rows and 5 columns.
2. Enter headings in the table. Add colour to the header row and enter information as given below.

Student Name	Class & Selection	Mark (out of 100)		
		Maths	English	Science
Raman	VI A	65	81	88
Daman	VI A	80	72	81
Shivam	VI A	95	56	82
Puja	VI B	82	64	80
Manoj	VI B	64	79	84
Rajiv	VI A	75	88	73
Sanjeev	VI A	89	59	75
Sonia	VI C	78	86	68

3. Make the heading bold and apply and font that you like.
4. Insert a row after Shivam's record and enter data as shown below in it:

Vimal	VI D	87	92	85
-------	------	----	----	----

5. Delete the last row in the table.
6. Add a border around the table and add a table style to it.
7. Merge the first cell in rows 2 with the cell in row 1. Similarly, merge the 2<sup>nd</sup> cell in row 2 with the 2<sup>nd</sup> cell in row 1.
8. Save the file and close Word.

**Practical 2 :** Draw a table in MS Word as shown below using the Draw Table option.

	S	M	T	W	T	F	S
Font size= 18 Orange Bold	<b>JANUARY</b>					1	2
Merge cells	3	4	5	6	7	8	9
Font size= 20 Orange Bold	<b>2018</b>					10	11
	12	13	14	15	16	17	18
	19	20	21	22	23	24	25
	26	27	28	29	30	31	

Orange Colour  
Font size= 16

Blue Colour  
Font size= 16