

Subject: Computer Class :VI 2nd Phase
Ch-3 Working with Tables in MS-Word Date:22/05/2020

Students, as you know, MS-Word is a word processing software which helps in typing, editing and formatting the documents such as letters , reports etc. very fast. It performs a variety of other functions that are difficult to be done manually. We can create a table in MS-Word and use that table to input numbers and then perform calculations.

Students, you can create table in two ways.

- a. Using the Insert table grid option.
- b. Using the Insert Table dialog box.

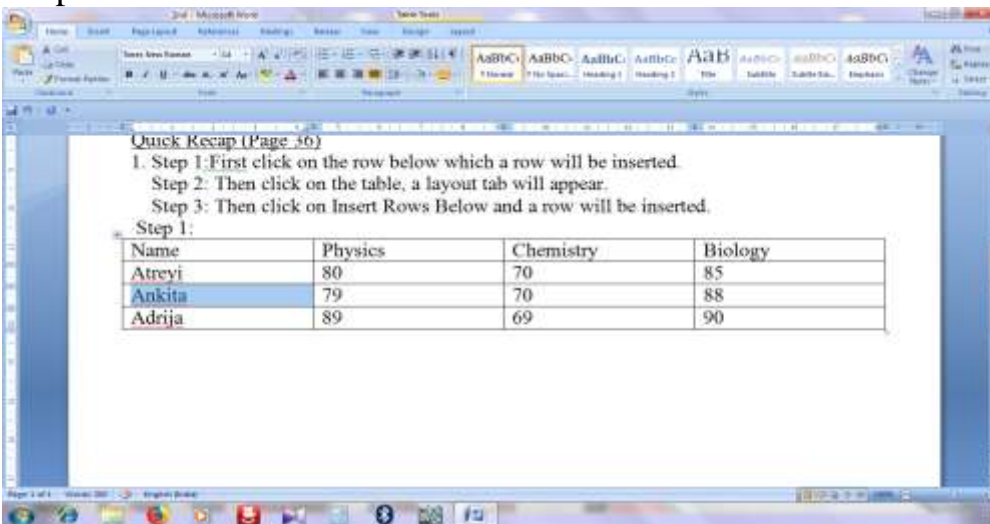
Please go through the steps to draw table in both ways. (Go through the pictures of page 34)

Students, one more way is there –you can draw a table using pencil tool from the Draw Table option.(go through the picture of page no. 34)

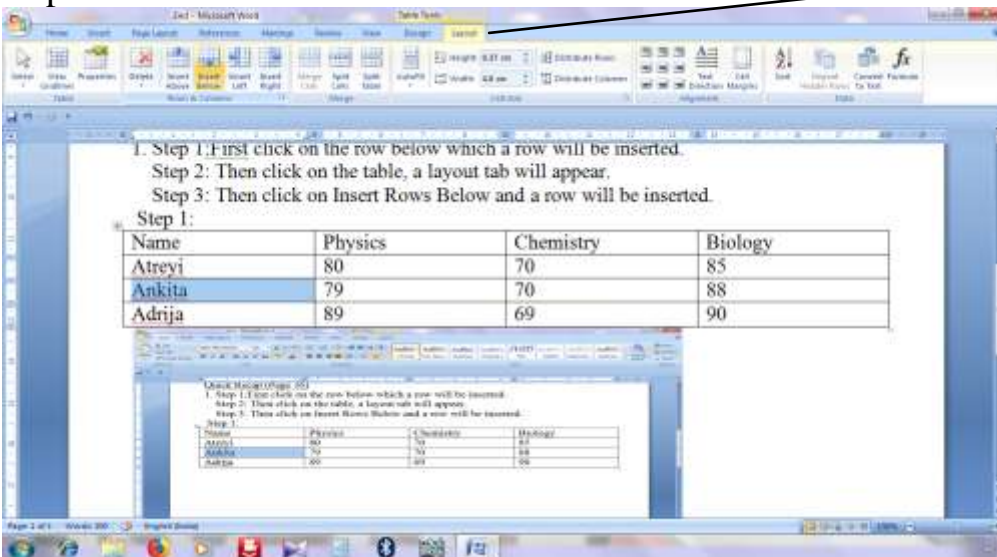
Students, Here you see, how to insert a row below a row in a table:-

- 1. Step 1:First click on the row below which a row will be inserted.
Step 2: Then click on the table, a layout tab will appear.
- Step 3: Then click on Insert Rows Below and a row will be inserted.

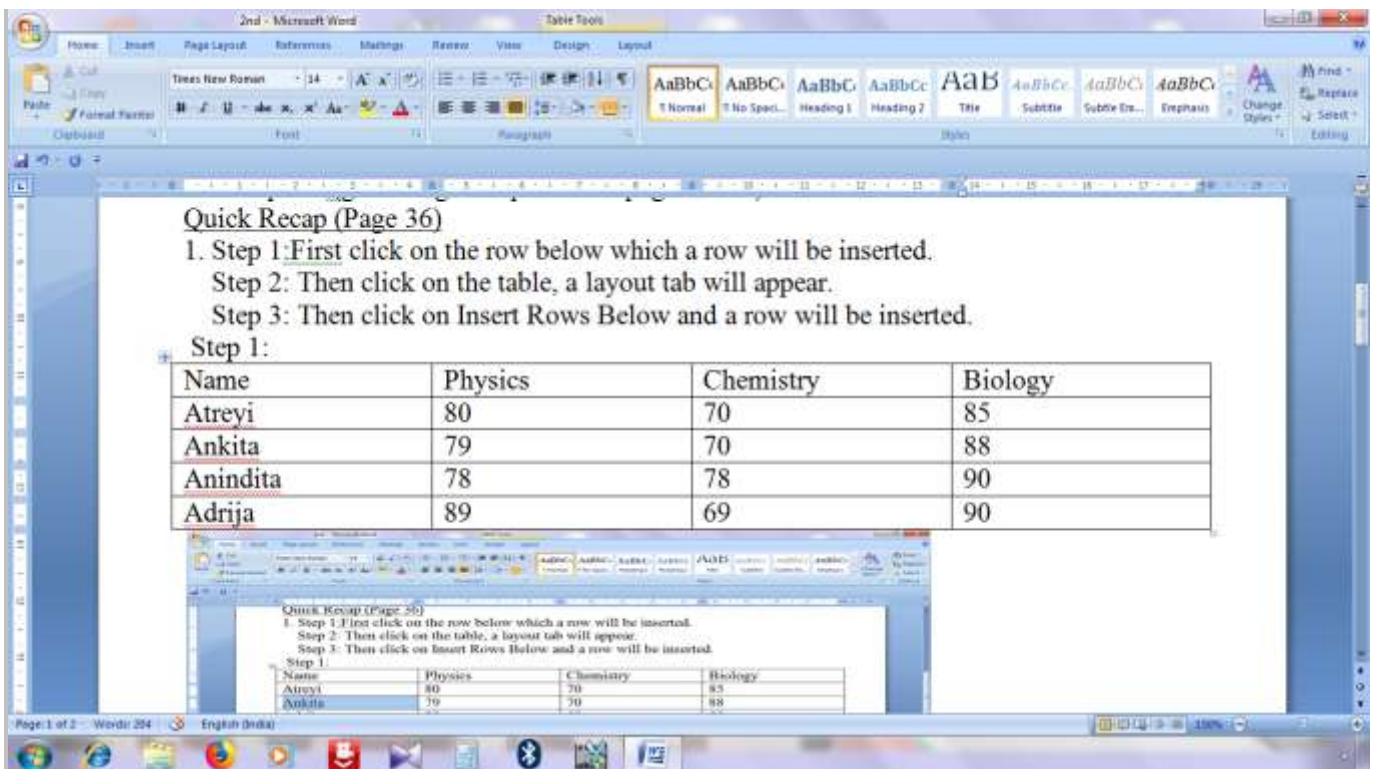
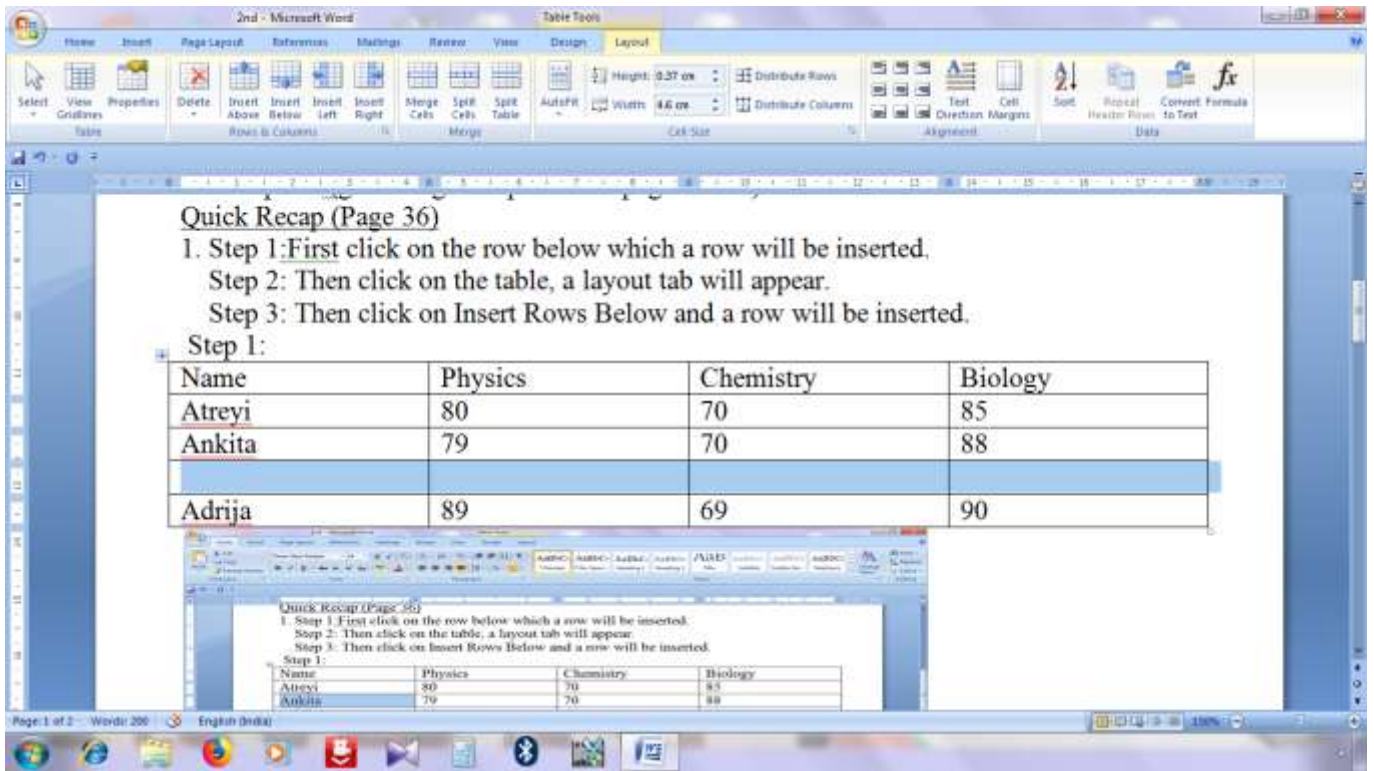
Step 1:



Step 2:



Layout tab



Quick recap(page 36)

1. Please read from above notes. 2. .DOCX 3.Unlimited rows

Quick Recap(page 42)

1. False 2. True 3. False

Exercises:- (Answers)

1. a. A table is a grid made up of rows and columns in which you can fill text and graphics. Its basic elements are rows and columns.

b. Steps to insert a 2X4 table, using the Insert Table dialog box, in the Word document:-

Step 1: Click the Insert tab.

Step 2: Click the drop-down arrow in the Tables group.

Step 3: A drop-down menu opens up.

Step 4: Click the Insert table option. The Insert Table dialog box opens up.

Step 5: Insert the number of rows is 2 and columns 4 in the dialog box and click OK to insert the table.

c. Step 1: First click on the last row.

Step 2: Then click on the table, a layout tab will appear.

Step 3: Then click on Insert Rows below, a row will be inserted at the bottom of the table.

d. Text data and Numeric data.

e. Step 1: Click the table inserted.

Step 2: Table tools open up. Click the Layout tab.

Step 3: Click Delete option in the Rows and Columns group. A submenu opens Up.

Step 4: Choose Delete table to delete the entire table.

f. Word Art is a text modifying feature in MS-Word. It includes effects such as shadows, outlines, colours, gradients and 3d effects that can be added to a word or phrase.

Whereas table object represents a single table. The Table object is a member of of the Tables collection.

2. Fill up the blanks:- a. Rows and vertical columns b. Cell c. Tab key Shift+tab key
d. insert table button e. Place holder f. Merge cells.

3. Name the tabs:-

a. Insert Table- Insert tab b. Table tools- Insert tab c. Split and Merge cells- Layout tab

d. Change Column Width- Layout tab e. Change Column Height- Layout tab

f. Add borders and Shading –Design tab.