

To move to the adjoining cell	Press Right arrow key or Tab key from keyboard
To move to the previous cell	Press Left arrow key or Shift + Tab key
When you reach the last cell and you want to move to the first cell in the next line.	Press Tab key
To move to the cell below	Press Down arrow key
To move to the cell above	Press Up arrow key

## MODIFYING A TABLE

After inserting a table or entering data in a table, you can modify it like change the size of the table, insert rows and columns, delete rows and columns or change the cell size etc.

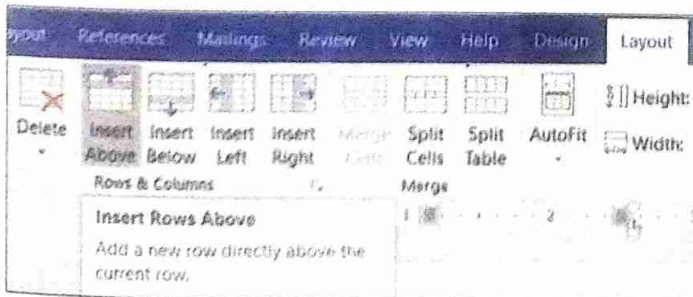
### FACT FILE

Word 2016 provides some built-in tables which can be inserted and modified as per need which saves user's time. Go to Insert > Tables > Quick tables.

### Inserting Rows and Columns in a Table

While creating and making an entry in a table, you might need to add columns or rows in between. Word provides the facility to add new columns to the right or left of any existing column and insert rows above or below the selected row.

1. To **insert** a row, click on the cell, adjacent to which you want to insert a new row.
2. In **Table Tools**, select the **Layout** tab.
3. In **Rows & Columns** group, select **Insert Above** or **Insert Below** options to insert a row above or below respectively.
4. Similarly, to insert a column, select the cell, adjacent to which you want to insert a new column.
5. In the **Layout** tab, under the **Rows & Columns** group, select **Insert Left** or **Insert Right** options to insert a column to the left side or right side of the cell respectively.)



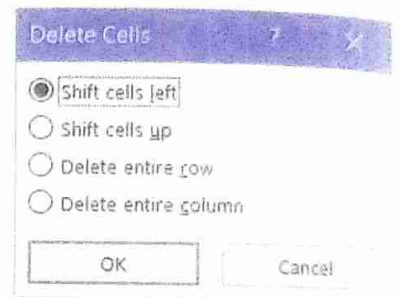
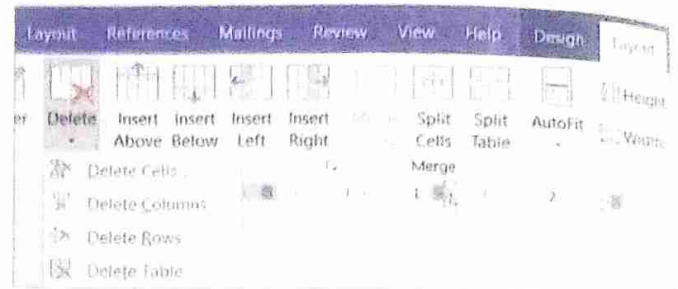
Product	Number in Stock	Rate (per product)	Total Price
Double Bed	20	12,000	2,40,000
Dining Table	10	20,000	2,00,000
Relaxing Chair	5	5,000	25,000
Sofa Set	10	30,000	3,00,000

**Note:** Right click on the cell > Insert > Insert Rows Above/Insert Rows Below/Insert Column to the Left/Insert Column to the Right.

## Delete Rows and Columns in a Table

You can delete rows or columns that you don't want to see in your table. You can do this using the **Delete** option from the **Layout** tab.

1. Click on the cell whose row or column you want to delete.
2. In **Table Tools**, click on **Layout** tab.
3. In **Rows & Columns** group, click on the drop-down arrow of the **Delete** option.
4. Select **Delete Rows** or **Delete Columns** option according to your choice.)



### Another Method:

1. Right click on the cell whose row or column you want to delete.
2. Select **Delete Cells** option.
3. A **Delete Cells** dialog box opens.
4. Click on **Delete entire row** or **Delete entire column** radio button.

## Resizing a Table

You can increase or decrease the size of a table. Word provides certain options for it.

### First Method:

1. Move the cursor to the lower right corner of a table.
2. The pointer will change to a double-sided arrow.
3. Now, click and drag the mouse and the size of the table will change accordingly.)

Furniture\_Stock

Product	Number in Stock	Rate (per product)	Total Price
Double Bed	20	12,000	2,40,000
Dining Table	10	20,000	2,00,000
Relaxing Chair	5	5,000	25,000
Sofa Set	10	30,000	3,00,000

### SHORTCUT

Press **Alt + Shift + Up** arrow to move or shift the row up.

Press **Alt + Shift + Down** arrow to move or shift row down.

### FACT FILE

If you need precise measurements to size your rows and columns -- use the ruler.

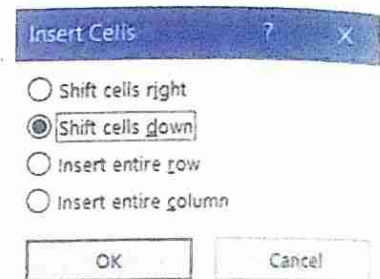
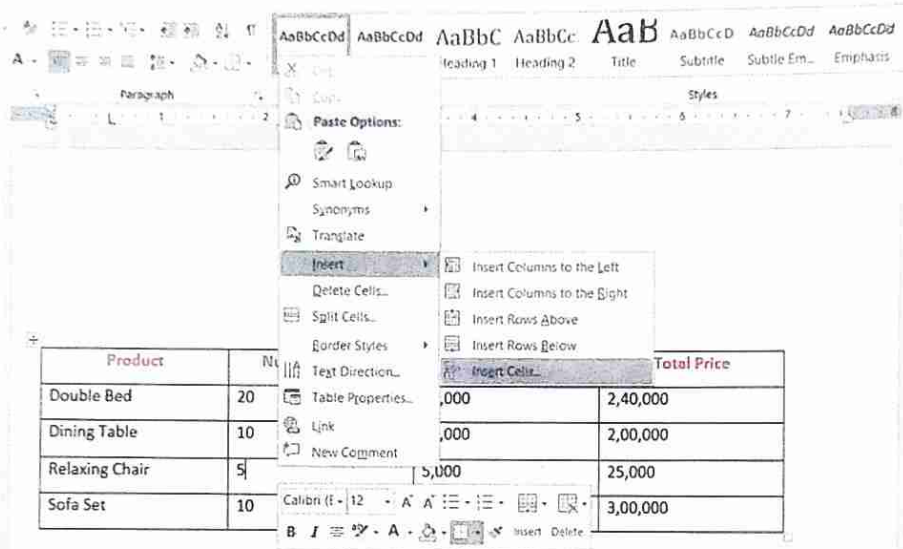
## FACT FILE

To convert table to text, Go to Ribbon > Table Tools > Layout > In the Data Group, click Convert to Text.

## INSERTING CELLS

A single cell or multiple cells can also be inserted in a table.

1. Right click on a cell where the new cell is to be inserted.
2. From the list, select Insert > Insert Cells.. option.
3. An Insert Cells dialog box opens.

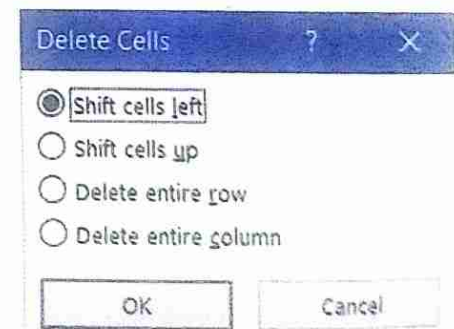


4. To make space for the new cell, you need to shift the existing cells right or down.
5. Select a radio button according to your choice.
6. Click OK button.)

## DELETING CELLS

To delete a cell from the table, take the following steps:

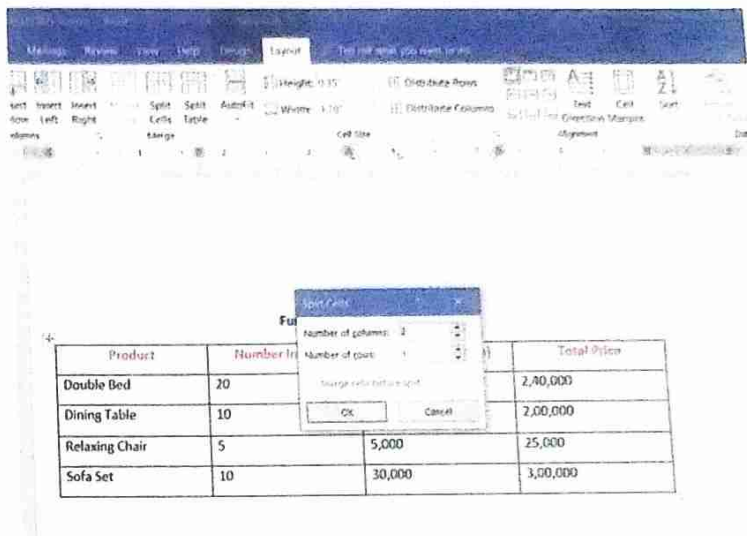
1. Right-click in the cell which you want to delete.
2. Click on Delete Cells option.
3. A Delete Cells dialog box comes on the screen.
4. To cover up the deleted space you need to fill it with an existing cell.
5. So, select Shift cells left or Shift cells up radio button according to your choice.)



## SPLIT CELLS

You can split or divide a cell into multiple cells. This can be done by following the given steps:

1. Select the cell that you want to split.
2. Click on the Layout tab.
3. Select the Split cells button in the Merge group.
4. A Split Cells dialog box comes.
5. Define the number of rows and columns, in the respective spin boxes, into which you wish to split the selected cell. Click OK.)



## MERGE CELLS

Merge means to combine multiple cells into a single cell.

1. Select the multiple cells that you want to merge.
2. Go to Table Tools and Layout tab.
3. In Merge group, select Merge Cells option.
4. It will merge the selected cells.)

### Activity

1. Open MS Word 2016.
2. Create a following table in Word.
3. Enter the details and apply the style design on a table.

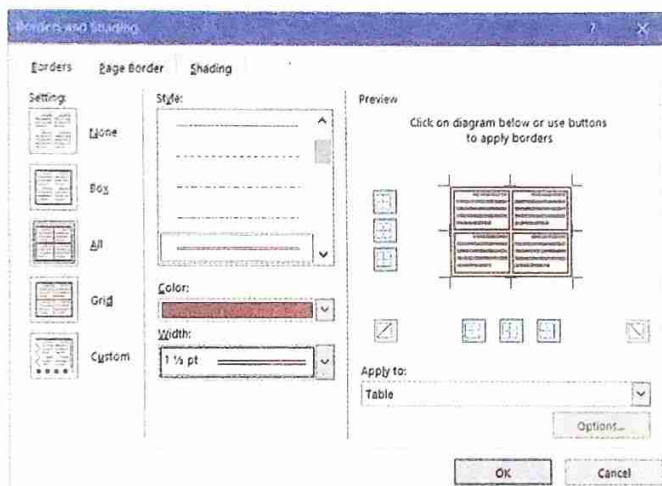
Customer Details

Customer_ID	Customer_Name	Address	Phone Number
111	Akhil	Mumbai	9776533321
112	Nitish	Chandigarh	8976523451
113	Anika	Ambala	9876543210
114	Suman	New Delhi	8899775522
115	Yatin	Gurgaon	9874561231

## APPLYING BORDER AND SHADING

You can enhance the appearance of a table by clicking on the **Table Move Handle**.

1. Select the entire table.
2. Click on **Table Tools** and select **Design** tab.
3. In the **Borders** group, select the **Border style** from the drop-down arrow button to select the style of border you want to apply to your table.
4. Choose the **Line Style** and **Line Width**.
5. Click on the drop-down arrow of **Border** command.
6. Select **Border and Shading** option.
7. A **Border and Shading** dialog box opens.
8. Select the **All** option in the **Setting** section.)
9. Select the **Style**, **Color** and **Width** of border.



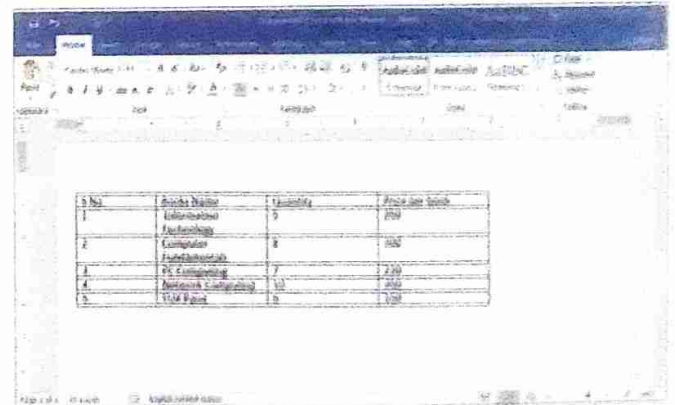
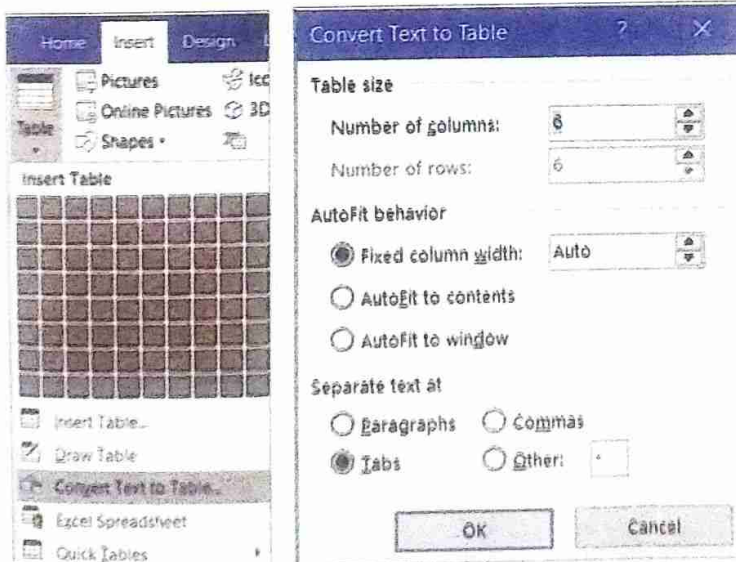
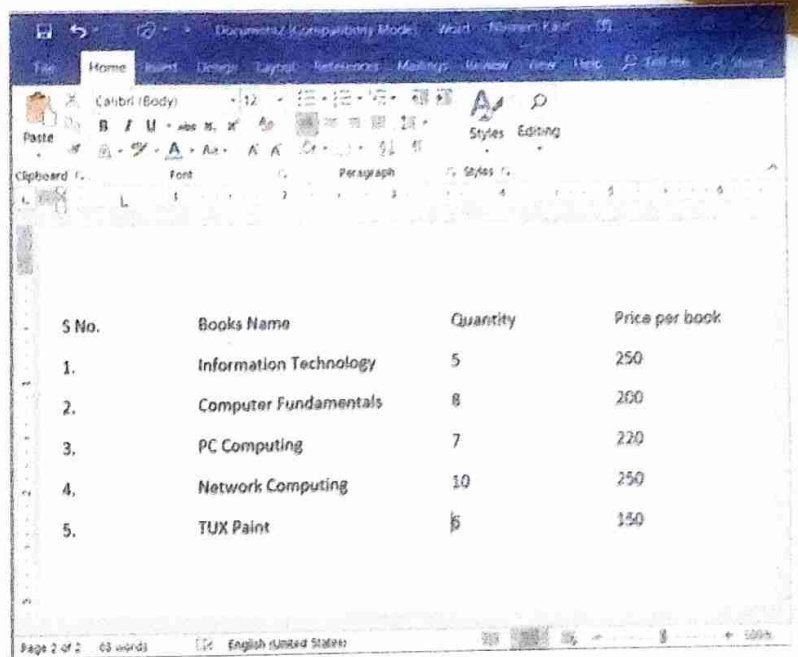
10. You can preview it in the **Preview** section.
11. Click the **Ok** button.
12. To apply **Shading**, click on the **Shading** tab.
13. Click on the drop-down arrow of the **Fill** option.
14. Choose a color for shading and click the **OK** button.
15. You can also apply patterns for which you need to select the patterns and color.



## CONVERTING TEXT TO TABLE

If you wish to convert the existing text into a tabular format, this can be done by following the given steps:

1. Type the text as shown in the figure.
2. Select the entire text.
3. Click on the **Insert** tab.
4. In the **Tables** group, click on the drop-down arrow of the **Table** command.
5. Click on the **Convert Text to Table** option.
6. A **Convert Text to Table** dialog box opens.
7. Specify the Number of rows and Number of columns.
8. Click the **OK** button.)

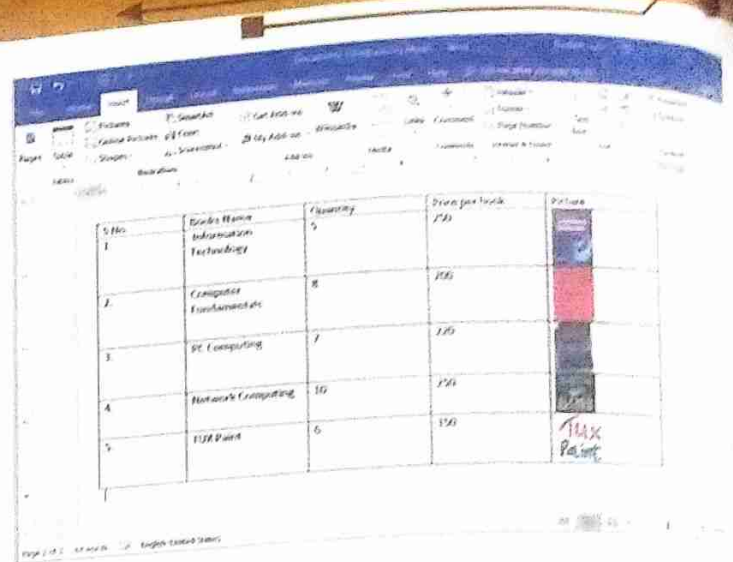


## INSERTING PICTURE IN A TABLE

You can also insert pictures in a table cell. This can be done by following the given steps:

1. Click on a cell where you want a picture to appear.
2. Click on the **Insert** tab.

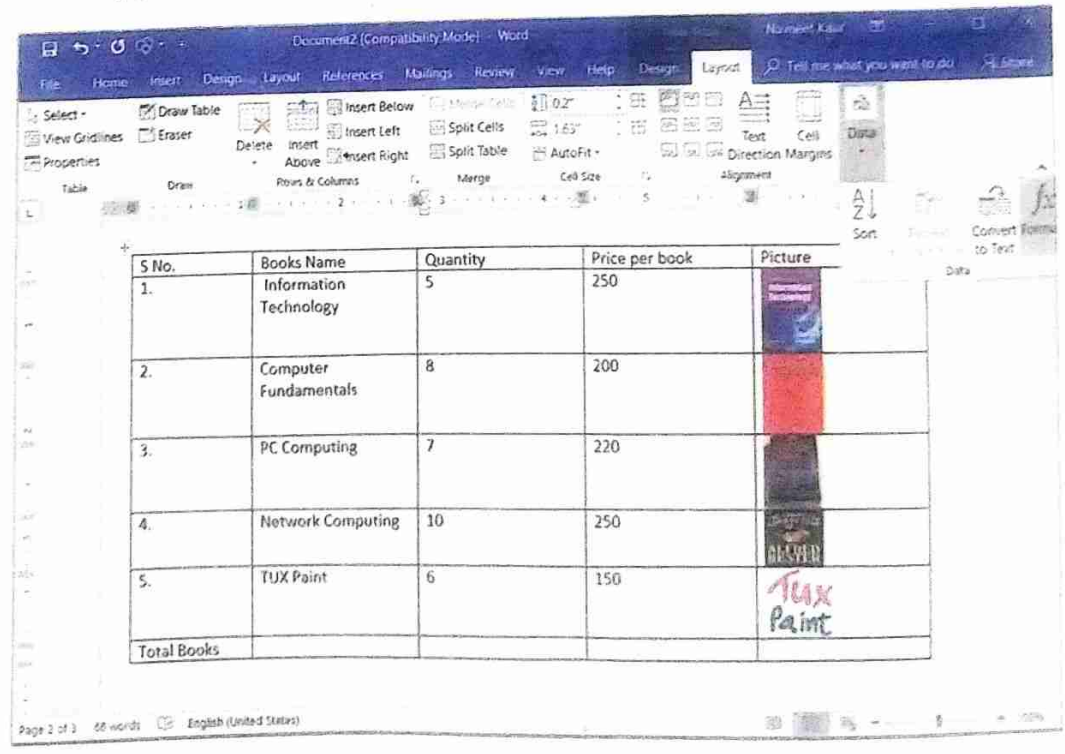
3. Select the Pictures option from the illustration group.
4. The Insert Picture dialog box opens.
5. Browse and select the picture that is to be inserted.
6. Click on the Insert button.
7. You will see that the picture gets inserted in the selected cell.)



### CALCULATIONS IN A TABLE

Suppose we want to calculate the total number of items sold, we can perform such calculations in a table.

1. Enter the data in a table.
2. Select the Layout tab.
3. Click in the cell where the result is to be displayed. Select the Formula button in the Data group.
4. The Formula dialog box appears on the screen.
5. Note that the Sum formula is already displayed. Click OK.
6. The result appears in the selected cell.)





## In A Nutshell

- ◆ Word 2016 has many features that are helpful when you type, edit, format and print the data.
- ◆ A table is a grid of cells. Cells are cross section of rows and a columns.
- ◆ You can enter text data and numeric data in the table cells.
- E) ◆ (After inserting table or entering data in a table, you can modify it by changing the size of table, insert rows and columns, delete rows and columns or change the cell size, etc.)
- ◆ If you want to delete some unwanted rows or columns from the table, this can be done by using the Delete option from the Layout tab.
- ◆ If you need precise measurements to size your rows and columns – use the ruler.
- ◆ Resizing a table means you can increase or decrease the size of a table manually or Word provides certain options for it.
- ◆ Word has some built-in table styles which allows you to pick any style and that will be applied to your table.
- ◆ Splitting a cell means dividing the selected cell into separate cells.
- ◆ Suppose we want to calculate total number of items sold, we can perform such calculations in a table.



# Answer Time

R-15/10/2021

4/8/2021






## A. Tick (✓) the right answer:

- The cross section of a row and a column is called
  - border
  - table
  - cell
- The lines that mark the cell boundaries are called.....
  - Gridlines
  - Cell-lines
  - Lines
- What type of data can be entered in tables?
  - Numeric
  - Text
  - Text and Numeric
- Press ..... + ..... + Up arrow to shift the row of a table up.
  - Ctrl, Shift
  - Ctrl, Alt
  - Shift, Alt
- Which function key is used to update the total in a cell?
  - F7
  - F8
  - F9

## B. Fill in the blanks:

- ..... is a word processing software which is used to type, edit, format and print the data. (MS Word/ MS Excel)
- A ..... is a combination of row and column. (row, cell)
- To move to the adjoining cell, press ..... key. (Tab/ Shift)
- To move to the below cell, press ..... key. (Down arrow/ Tab)
- ..... means to divide the cell into multiple cells. (Split cells/ Merge cells)

## C. Match the figures with the correct options:

- |  |                 |
|--|-----------------|
| 1.  | a) Autofit      |
| 2.  | b) Split Rows   |
| 3.  | c) Merge Cells  |
| 4.  | d) Insert Above |
| 5.  | e) Insert Below |



D. Write 'T' for True and 'F' for False:

1. Press Shift + Tab key to jump to the next cell.
2. You can insert more rows and columns in an existing table.
3. Cells cannot be merged in a table.
4. When you insert a new cell, it replaces the selected cell.
5. You can convert text into tables, but vice versa is not possible.

T
F
F
T
T

E. Answer the following questions:

12/8/2021

1. What are the two methods for inserting a table in word document?
2. Write down the steps to:
  - a) Insert rows and columns in a table:
  - b) Delete rows and columns in a table:
  - c) Resize Table:
3. How can we insert and delete cells in a table?
4. How can we split and merge cells in a table?
5. What are the steps to apply border and shading to a table ?
6. How can you convert a text into table and convert table into text?
7. List the steps to
  - a. Insert a Picture in a Table cell:
  - b. Calculate the table values:

## Activity Time

### IN THE LAB :

#### For Teachers :

- ❖ Demonstrate to the students how to enter the table in an MS Word document.
- ❖ Demonstrate how to apply style design on tables.

#### For Students :

- ❖ Open MS Word 2016.
- ❖ Insert a table with 5 rows and 4 columns.
- ❖ Type table heading (Class, No. of Girls, No. of Boys, Total Students).
- ❖ Enter data in remaining cells as shown in the table on the next page.