**CHAPTER 2**  
**TABLES IN MS WORD 2016**

**INTRODUCTION**  
Tables are used to organise and display information in a systematic manner. A **table** is made up of rows and columns. The vertical data is called a **column** and horizontal data is called a **row**. Each individual rectangle is called a **cell**.

**INSERTING A TABLE**  
To insert a table, follow the given steps:

**Step 1:** Click *Insert tab*  
**Step 2:** Click *Table*  
**Step 3:** Click *Insert Table*  
**Step 4:** Enter number of columns and rows  
**Step 5:** Click *OK*

A table with 3 columns and 2 rows gets inserted. Now, enter the data by simply typing in the cells.

When you insert a table, two new tabs *Table Design/Design* and *Layout* appear on the ribbon, displaying the various Table tools.

**Page 2**

**INSERTING ROWS AND COLUMNS**

Add rows and columns in the table using the *Layout* tab.

**To add columns to a table**, follow the given steps:  
**Step 1:** Place the cursor in the table where you want to insert a column. Here, the cursor has been placed in the last column.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Insert Right* or *Insert Left* from the *Rows & Columns* group. An empty column gets inserted.

**To add rows to a table**, follow the given steps:  
**Step 1:** Place the cursor in the table where you want to insert a row. Here, the cursor has been placed in the last row.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Insert Above* or *Insert Below* from the *Rows & Columns* group. A blank row gets inserted.

**Page 3**

**Remember:** To add a row at the end of a table, click the last cell of the last row, and then press the Tab key.

**DELETING ROWS AND COLUMNS**

You delete the rows and columns in the table using the *Layout* tab.

**To delete a row/column from a table**, follow the given steps:  
**Step 1:** Place the cursor in the cell of the row/column you want to delete.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click the small arrow on the *Delete* from the *Rows & Columns* group. A menu appears.  
**Step 4:** Click *Delete Rows/Delete Columns* from it. The entire row/column is deleted.

**Practice Time:**  
Do the following steps in MS Word:

1. Create a table in the given format.
2. Save the file name as 'Student'.
3. Delete the last column in the table.

**MERGING CELLS**

Combining two or more cells in the same row or column into a single cell is called **merging**. Many cells can be combined together to create a combined heading.

**To merge cells**, follow the given steps:  
**Step 1:** Select the cells you want to merge.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Merge Cells* from the *Merge* group. The cells are merged.

**Page 4**

**Practice Time:** *(Experiential Learning)*  
Open the file 'Student' in MS Word and merge two cells as shown.

**SPLITTING CELLS**

Breaking up a single cell into multiple cells in a table is called **splitting**. This is the **reverse** of merging.

**To split a cell**, follow the given steps:  
**Step 1:** Click the cell or select multiple cells that you want to split.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Split Cells* from the *Merge* group. The Split Cells dialog box appears.  
**Step 4:** Specify the number of columns and rows in which you want to split the selected cells.  
**Step 5:** Click the *OK* button. Cells get split up.

**Page 5**

**Practice Time:** *(Experiential Learning)*  
Open the file 'Student' in MS Word and split a cell as shown.

**MOVING AND RESIZING TABLES**

When you click on the table, you notice a **plus sign** at the top left corner. This is called the **Table Move handle**. A small hollow square at the right corner of the table is called the **Table Resize handle**.

**To move the table**, place the mouse pointer on the Table Move handle until a plus sign appears and drag the table to any part of the document and then release the mouse button. Your table is moved to a new place.

**To resize the table**, place the mouse pointer on the Table Resize handle until a double-headed arrow appears. Then, drag the table boundary. Release the mouse button when you get the desired size.

**Page 6**

**Practice Time:** *(Cross Curricular)*  
Create your school timetable in MS Word. Use relevant features to make it attractive.

**ADJUSTING ROW HEIGHT / COLUMN WIDTH**

You adjust the row height/column width in the table using the *Layout* tab.

**To adjust the row height**, follow the given steps:  
**Step 1:** Place the cursor on any cell in the row you want to adjust.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Properties* from the *Table* group. The Table Properties dialog box appears.  
**Step 4:** Click the *Row* tab.  
**Step 5:** Select the *Specify height* checkbox and use the scroll arrow to increase or decrease the row height.  
**Step 6:** Click the *OK* button.

**Page 7**

**To adjust the column width**, follow the given steps:  
**Step 1:** Place the cursor on any cell in the column you want to adjust.  
**Step 2:** Click the *Layout* tab.  
**Step 3:** Click *Properties* from the *Table* group. The Table Properties dialog box appears.  
**Step 4:** Click the *Column* tab.  
**Step 5:** Select the *Preferred width* check box and use the scroll arrow to increase or decrease the column width.  
**Step 6:** Click on the *OK* button.

**Practice Time:** *(Experiential Learning)*  
Open the file 'Student' in MS Word and adjust the row height and column width of the table.

**Keyboard Shortcuts**

* Press *Tab* key to move the cursor to the next cell in a row.
* Press *Shift + Tab* to move the cursor to the previous cell in a row.
* Press *Alt + Home* to move the cursor to the first cell in a row.

**Page 8**

**BORDERS AND SHADING**

You add borders and shading to your table using the *Borders and Shading* command from the *Borders* group.

**To add borders**, follow the given steps:  
**Step 1:** Click the cell or select the multiple cells and click the *Design* tab.  
**Step 2:** Click *Borders* from the *Borders* group. A drop-down menu appears.  
**Step 3:** Click the *Borders and Shading* option. Borders and Shading dialog box appears.

**Step 4:** Choose the style, color and width of the border.  
**Step 5:** Click the *OK* button.

**To add shading**, follow the given steps:  
**Step 1:** Click the cell or select multiple cells and click the *Design* tab.  
**Step 2:** Click *Shading* from the *Table Styles* group. A drop-down menu appears.  
**Step 3:** Select and click the color of your choice to get the required result.

**Page 9**

**TABLE STYLES**

Table Styles is an inbuilt facility of Microsoft Word for changing the look, colour and design of the borders of a table. It is present in the *Design* tab on the ribbon. The *Design* tab appears only when a table is inserted.

**To apply table styles**, follow the given steps:  
**Step 1:** Click the table in the document.  
**Step 2:** Click the *Design* tab.  
**Step 3:** Click the *More* button in the *Table Styles* group.  
**Step 4:** Choose any **visual style** from the gallery. The preview of the selected style is seen on the table. Click to apply.

**Practice Time:** *(Experiential Learning)*  
Do the following tasks:

1. Click the table you have already created.
2. Add borders and shading to this table.
3. Apply table styles to the table.

**Page 10**

**CONVERTING TEXT TO TABLE**

You have learnt to create a table in Microsoft Word. However, if you want to change an already typed text to a table format, Microsoft Word provides you the option of converting text into tables and vice-versa.

**To convert text to table**, follow the given steps:  
**Step 1:** Select the text that you want to convert.  
**Step 2:** Click the *Insert* tab.  
**Step 3:** Click *Table* from the *Tables* group.  
**Step 4:** Select the *Convert Text to Table* option. A dialog box appears.  
**Step 5:** Enter the number of columns in the *Table size* section.  
**Step 6:** Select any option from the *Separate text at* section.  
**Step 7:** Click the *OK* button. The selected text gets converted to a table.

**Practice Time:** *(Experiential Learning)*  
Arrange the following information in MS Word in table format:  
*Natasha, IV A, 10, Divya, IV B, 10, Param, IV C, 11*

**INSERTING PICTURE IN A TABLE**

**To insert pictures in a table**, follow the given steps:  
**Step 1:** Click the desired cell to insert a picture.  
**Step 2:** Click the *Insert* tab and select the *Pictures* option from the *Illustrations* group.  
**Step 3:** Select the picture to be inserted.  
**Step 4:** Click the *Insert* button. The selected picture is inserted in the cell.

### ****Page 11****

**Practice Time** (Cross Curricular – Science)  
Create a table in MS Word showing fruits’ names. Add a picture of each fruit in the table.

**Keyboard Shortcuts**

* Press **Alt + End** to move to the last cell in the row.
* Press **Alt + Page Up** to move to the first cell in the column.
* Press **Alt + Page Down** to move to the last cell in the column.
* Press **Up arrow** key to move to the previous row.
* Press **Down arrow** key to move to the next row.
* Press **Alt + Shift + Up** arrow key to move one row up.
* Press **Alt + Shift + Down** arrow key to move one row down.
* Press **Ctrl + S** to save your table.

**Key Points**

* Table is a grid of rows and columns.
* A cell is a rectangular box that is formed by the intersection of rows and columns.
* Combining two or more cells in the same row or column into a single cell is called **merging**.
* Borders and shading are added to a table by using the Borders and Shading commands from the Borders group.
* Text written in MS Word can be converted to a table and vice-versa.

### ****Page 12****

## EXERCISES According to NEP Guidelines

**A. Multiple Choice Questions**

1. Tables group is present in the \_\_\_\_\_\_\_\_\_\_\_ tab.  
   (a) Insert  
   (b) Symbols  
   (c) Header & Footer
2. The vertical data in a table is called \_\_\_\_\_\_\_\_\_\_.  
   (a) column  
   (b) row  
   (c) cell
3. Combining two or more cells in a row or column into a single cell is called \_\_\_\_\_\_\_\_\_\_.  
   (a) splitting  
   (b) merging  
   (c) combining
4. To insert an image, Pictures option is found in \_\_\_\_\_\_\_\_\_\_ group.  
   (a) Illustrations  
   (b) Text  
   (c) Styles

**B. Write the keyboard shortcuts for the following**

1. To move the cursor to the next cell in a row: \_\_\_\_\_\_\_\_\_\_
2. To move the cursor to the previous cell in a row: \_\_\_\_\_\_\_\_\_\_
3. To move the cursor to the first cell in a row: \_\_\_\_\_\_\_\_\_\_
4. To move one row up: \_\_\_\_\_\_\_\_\_\_

**C. Match the following icons with their names**

* (i) Merge Cells
* (ii) Split Cells
* (iii) Shading
* (iv) Insert Above
* (v) Insert Right
* (vi) Delete

**D. Quiz**  
Name the cell that breaks a single cell into multiple cells.

**E. Answer the following**

1. Define merging cells.
2. Define Table Resize handle.
3. How do you resize a table?

### ****Page 13****

1. Why do we need tables in MS Word?
2. Open MS Word and create a table. Find whether changing the row or column size saves space in the document.

**F. Computer In Everyday Life (Application-based Question)**  
Akshay is a student of class V. His computer teacher has asked him to create a document on ‘Types of Computers’. He wants to insert a table in the document. What steps should he follow to insert the table?  
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**TECH ZONE** (Cross Curricular – Science)  
**A. Projects**

1. Conduct a survey in your neighbourhood to find the food habits of children. Create a table using Microsoft Word on the following points:  
   (a) The number of proper meals taken by each child  
   (b) Regular exercise  
   (c) Frequency of food taken from outside  
   (d) Hours of sleep  
   (e) Duration of watching TV (Cross Curricular – GK)
2. Use MS Word 2016 to create a table of all the Presidents of India till now.

### ****Page 14****

**Step 1:** Open MS Word and create a new document.  
**Step 2:** Click Table from the Tables group. A drop-down menu appears.  
**Step 3:** Select Insert Table option. The Insert Table dialog box appears.  
**Step 4:** Enter the text by simply typing in the cells as shown. To insert pictures, click Insert tab → Pictures. The Insert Picture dialog box appears. Select the desired picture and click Insert button.

**B. Explore**  
In MS Word 2021, the Design tab is renamed as Table Design after inserting a table. Do you think it is a good idea to organise information in tables?

**C. Group Discussion** (Collaborative Learning)  
**Discuss in class:** ‘Borders make the table more attractive.’

✅ **Know More**  
To know more about MS Word features, click on the given link:  
<https://www.youtube.com/watch?v=USLSoaEKMxM>