Practical no.6 Tables in document

Actual procedure followed:

From insert menu choose Table, a from insert table select the number of rows and columns .

Resources Used: Computer and MS-Word

Precautions Followed:- Handle computer system with care.

Result: we create a table in a word file using Insert table option and insert the rows and columns and perform various operations on table.

Interpretation of result: - We are able to create a table and able to perform various operations on table.

Conclusion: - In this way we learn how to create a table and able to perform various operations on table in a word document.

Practical related questions:

1.What happens to cell contents when multiple cells are merged to form a single cell.

Ans:- When you **merge two** or more adjacent horizontal or vertical **cells**,
        the **cells** become **one** larger **cell** that is displayed across **multiple** columns or rows.

2. Explain the concept of splitting and merging cell in a table?

Ans:- **Splitting cells** is similar to adding a row or column, but it all takes place in one **cell** instead of a group of **cells**.

Merging cells, however, is similar to deleting a **cell** and then adjoining it with a neighboring **cell**.

Exercise:-

1. Write steps to repeat heading row on each page when a table is spread on two or more pages.

Ans: - In the **table**, right-click in the **row** that you want to **repeat**, and then click **Table** Properties.

In the **Table** Properties dialog box, on the **Row** tab, select the **Repeat** as **header row** at the top of **each page** check box.

Select OK.

2. Insert a table with 5 rows and 5 columns and make row height as 15 and column width as 20

Ans:-

1. Select a column or row if you want to change a specific column or row height/width. If you simply place the cursor inside a table, the default column and row is 1.
2. Click **Table** from the menu bar and select **Cell Height and Width**.
3. To adjust the row height:
    a. Click the **Row** tab.
    b. Select the **Height of row option** from the drop-down menu.
    c. If necessary, enter a **row height in points** (72 pts = 1 inch).
    d. Select the **Alignment** option from the drop-down menu.
    e. Click **Next Row** to change to the next row and then set the cell height.
4. To adjust the column width:
    a. Click the **Column** tab.
    b. Enter the **width of column 1** (in inches) if you need to adjust this cell.
    c. Click **Next Column** to change to the next column and then set the cell width.
    d. If you want the program to automatically adjust all cells in a table to fit within the margins, click **Autofit**.
5. Click **OK**

3. Insert a table with having predefined colors to the cells.

Ans:- Insert a table and then Click the **Border** tab and set the color of the cell borders within the table. You can click a color at the bottom or enter the hex code for the color.