Lab 1 Activity 5 - Inserting Tables and Charts

Objective – Learn to insert and format tables and charts.

1. Insert a table and adjust its rows and columns.
2. Format the table using table styles and borders.
3. Merge and split cells in the table.
4. Insert a chart (e.g., bar, pie chart) and customize its layout

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Solutions:

Task 1:

Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data

Task 2:

Dummy Data	**Dummy Data**	**Dummy Data**
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data
Dummy Data	Dummy Data	Dummy Data

Task 3:

Dummy Data	Dummy Data		Dummy Data
Dummy Data	Splitted Cell	Splitted Cell	Dummy Data
Dummy Data	**Two Merged Cells**		
Dummy Data	Dummy Data		Dummy Data

Task 4:

Profit

■ Danny ■ Bob ■ Simon ■ Sonic