**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:**