

# Chapter 6: Inserting and Formatting Tables

DACC (D4) & HDRM (D4)

# Chapter 6: Inserting and Formatting Tables

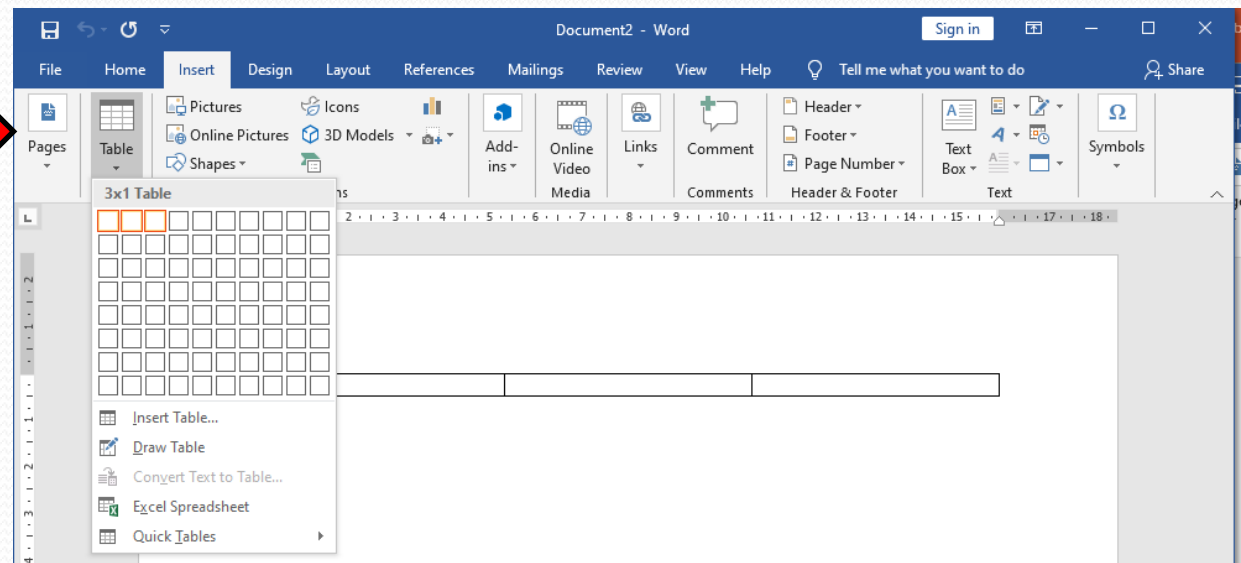
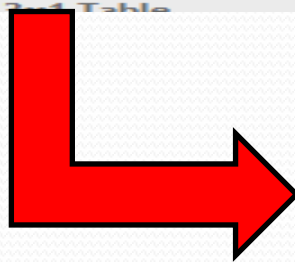
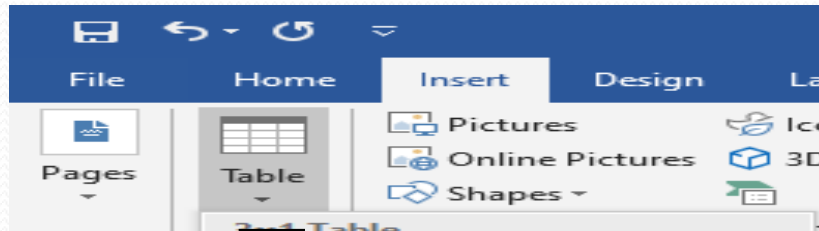
## Learning Objectives

- By end of today's session, students will be able to:
  - **Create table and insert it into a document.**
  - **Add and delete rows or columns.**
  - **Merge and split cells to customize the layout.**
  - **Apply styles, shading, and borders to tables.**
  - **Align text within table cells to improve readability and appearance.**

# Creating a Table

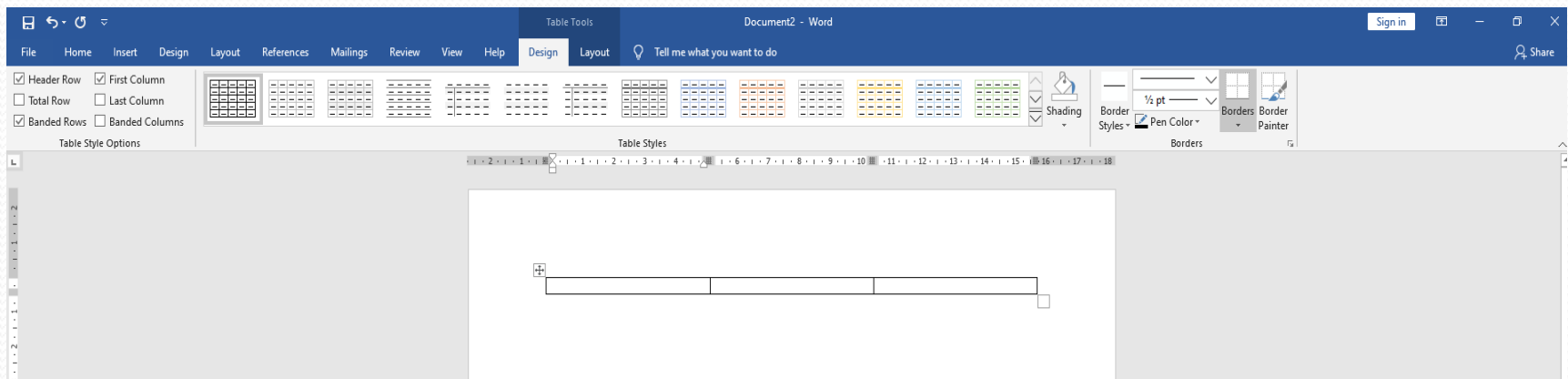
- You can organized your data in a structured and easy-to-read format by creating a table.
- Table can be created in two different ways:
  - By using **Insert Table command** from Insert Tab or;
  - By using **Draw Table tool command** from Insert Tab.
- **Insert tab** command is used for inserting specific number of rows and columns where as **Draw table** command tool is used to draw complex table.

# Creating a Table



# Customizing Your Table

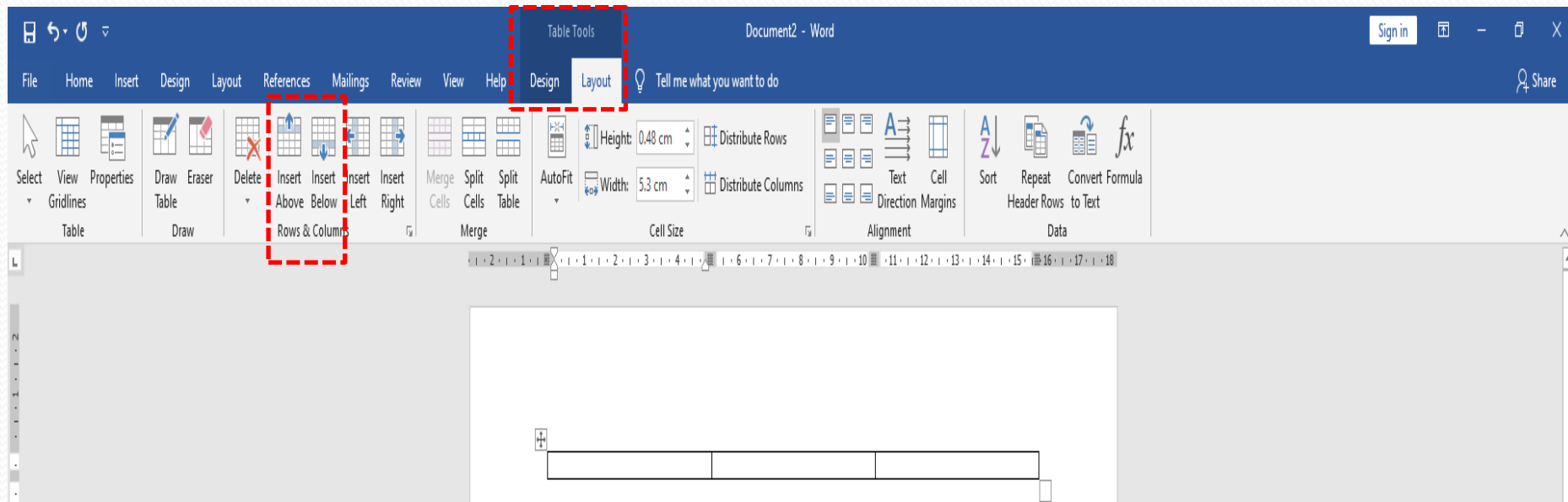
- Once your table is created, you may want to adjust it to fit your content better by:
  - Resizing the Table.
  - Adding More Rows/Columns.
  - Quick Table Creation.



# Adding and Deleting Rows/Columns in tables

- Working with tables effectively is essential for organizing data.
- Adding or removing rows and columns allows you to adapt your tables to fit the specific needs of your content.
- Insert the row:
  - **Insert Above:** This adds a new row above the currently selected row.
  - **Insert Below:** This adds a new row below the currently selected row.

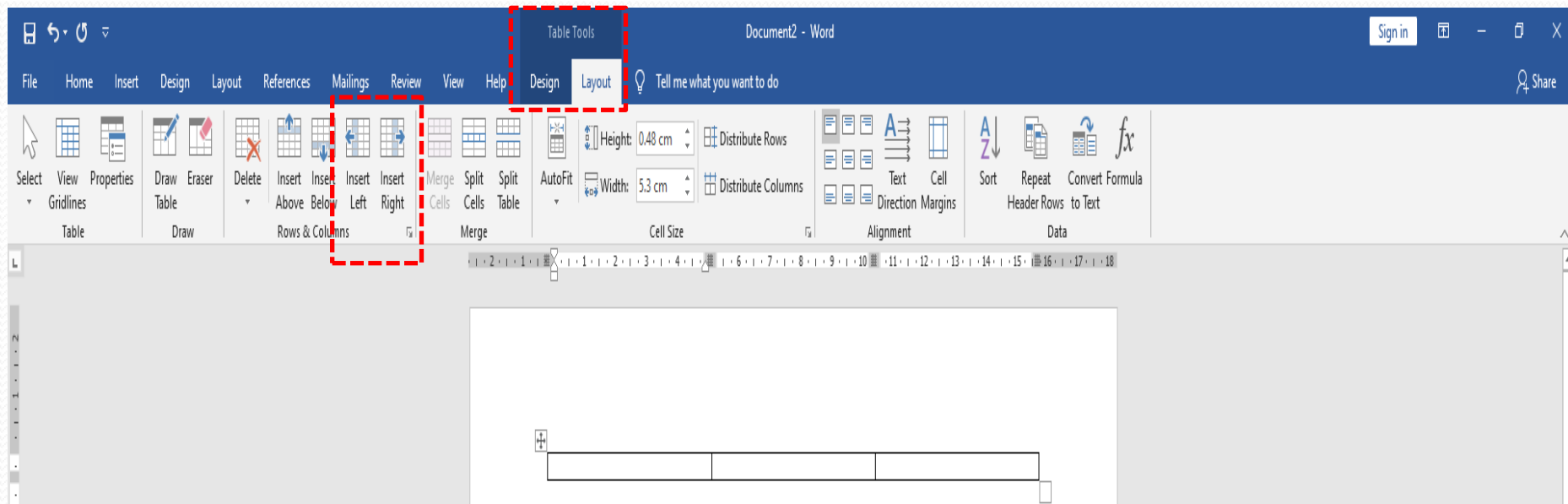
# Adding and Deleting Rows/Columns in tables



# Insert Columns in tables

Insert the Columns:

- **Insert Left:** This adds a new column to the left of the currently selected columns.
- **Insert Right:** This adds a new column to the right of the currently selected row.





# Deleting Rows/Columns in tables

- **Delete Row:**
  - Ensure the table is selected, In the **Rows & Columns** group from *Layout contextual tab*, click on **Delete**, then choose **Delete Rows**.
- **Delete Column:**
  - Ensure the table is selected, In the **Rows & Columns** group from *Layout contextual tab*, click on **Delete**, then choose **Delete Columns**.

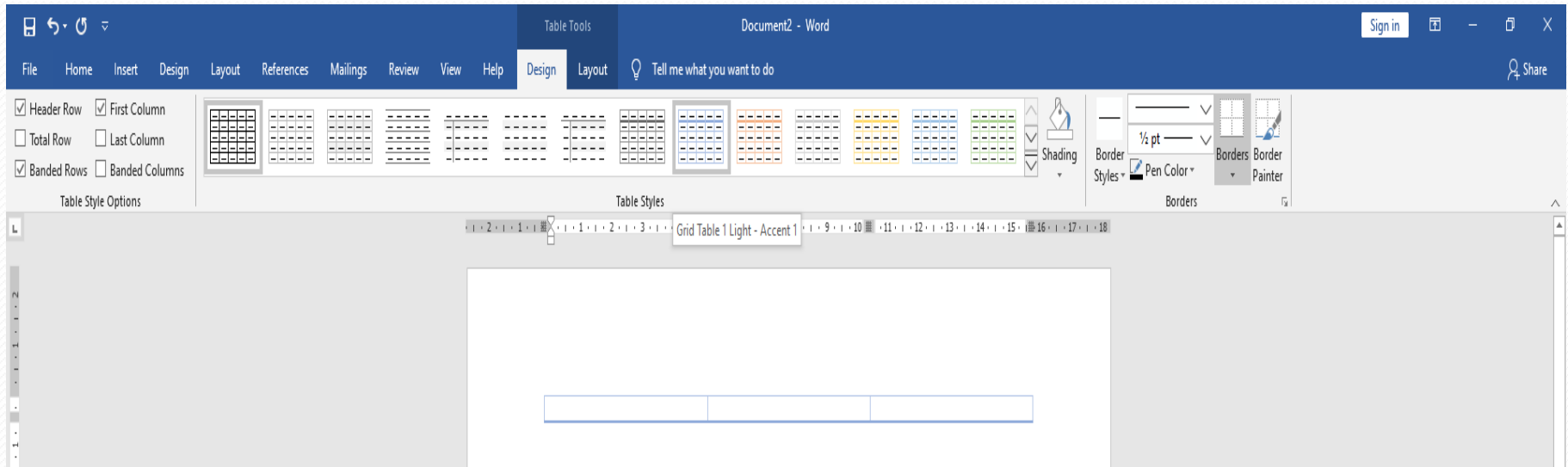
# Merge and Splitting Cells in Tables

- **Merging** allows you to create a single cell from multiple adjacent cells, ideal for creating titles or headers.
- **Splitting** enables you to divide a cell into multiple smaller cells, which can be used for detailed data representation.

The screenshot shows the Microsoft Word ribbon with the Table Tools Layout tab selected. The ribbon includes tabs for File, Home, Insert, Design, Layout, References, Mailings, Review, View, Help, Design, and Layout. The Layout tab is active, showing options for Merge, Split, Split, AutoFit, Height, Width, Distribute Rows, Distribute Columns, Text, Cell, Sort, Repeat, Convert, and Formula. A red dashed box highlights the Table Tools Design and Layout tabs. Below the ribbon, a table with three columns and one row is visible.

# Applying Tables Styles and Borders

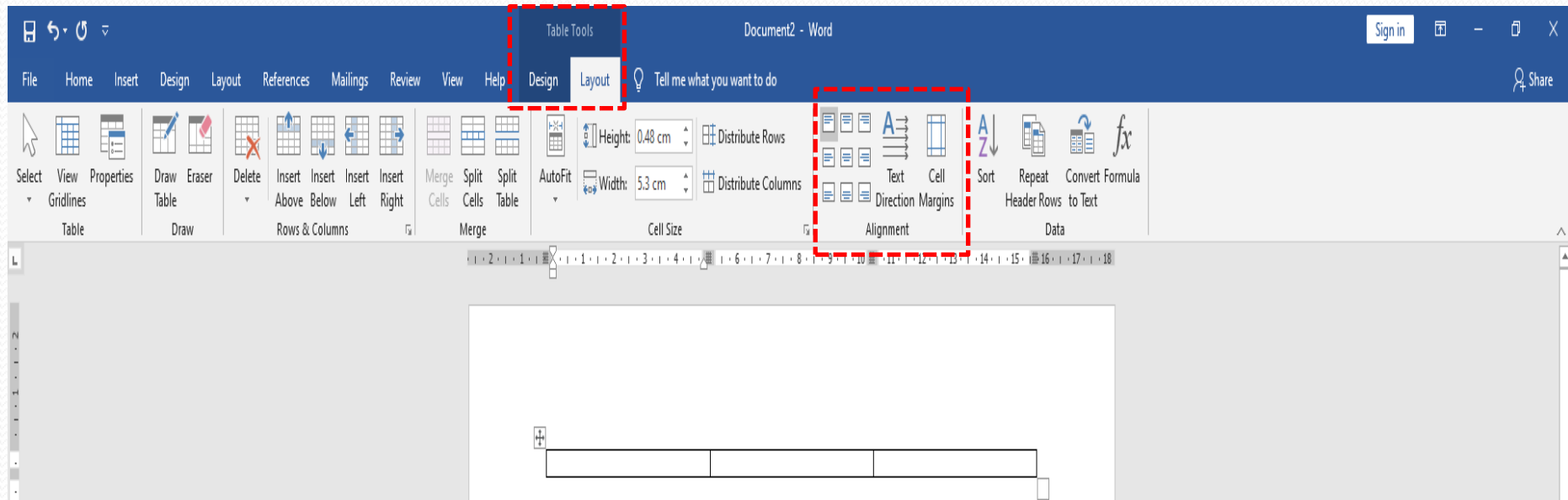
- Formatting tables using styles and borders can greatly enhance the readability and appearance of your data.
- Microsoft Word provides variety of pref-defined table styles and option to customize borders to suit your needs.



# Aligning Text within a Table

- Microsoft Word allows you to align text vertically and horizontally, giving you flexibility in how your data is presented.
- Choose Text Alignment from **Layout** contextual tab on **Alignment** group.:
  - Top Left
  - Top Center
  - Top Right
  - Middle Left
  - Middle Center
  - Middle Right
  - Bottom Left
  - Bottom Center & Bottom Right.

# Aligning Text within a Table



# Review Exercises:

- **Do Review Questions on page 121 - 123**

Thank  
you

