MS Office 2010 (MS Word 2010 & MS Excel 2010)

Lesson09: Creating & Editing Tables

Lesson Objectives

- To understand following topics
  - Introduction to Tables
  - Insert Table
  - Modifying the Table
  - Formatting Table
  - Working With Formulas in Table

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Introduction to Tables

- Tables consist of columns and rows.
- The intersection of a column and row is a cell. Cells contain a single piece of data
- In Word, tables are useful for organizing and presenting data. You can create a blank table, convert text to a table, and apply a variety of styles and formats to existing tables
- The table feature in Word enables you to organize a series of data in a columnar list format

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Demo: Insert Table

- To insert a blank Table:
- Place the cursor in word document where the table should appear
- Select Insert Tab
- Click Table Command
- Hover your mouse over the diagram squares to select number of columns and rows in the table
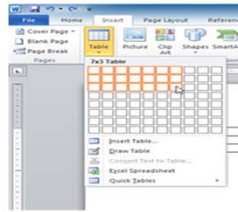
- Click mouse , and table will appear in the document
- Now add the text anywhere in the Table
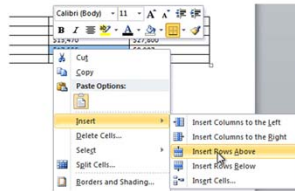
Demo: Modifying the Table

- To add a new Row in existing Table:
- Place the cursor in a row below the location where the new row should get added
-

Salesperson	Print	TV	Web
Jim M.	$10,252	$25,560	$13,745
Beth W.	$5,550	$13,470	$27,800
Luiz D.	$8,547	$17,555	$8,907
Alice S.	$13,578	$6,789	$10,239

Insertion point

- Right Click the mouse ,from menu select insert->Insert Row Above.

- A new row appears above the insertion point.
- Same steps can be followed to add new columns.

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Demo: Formatting Table

- To apply a table style:
- Click anywhere on the table. The Design tab will appear on the Ribbon
- Select the Design tab and locate the Table Styles
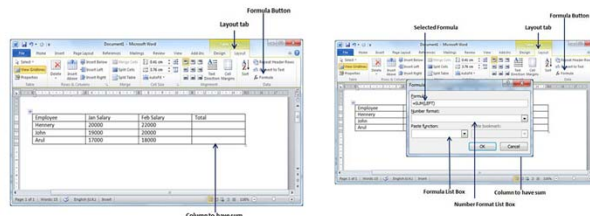- Click the More drop-down arrow to see all of the table styles

- Hover the mouse over the various styles to see a live preview
- Select the desired style. The table style will appear in the document
- To apply Borders to The Table:
- Select the cells you want to add a border to
- From the Design tab, select the desired Line Style, Line Weight, and Pen Color.
- Click the Borders drop-down arrow
- From the drop-down menu Select the desired border type.

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Cell Formulas:

The Formula dialog box provides following important functions to be used as formula in a cell.

Formula
Description
AVERAGE( )
The average of a list of cells.
COUNT( )
The number of items in a list of cells
MAX( )
The largest value in a list of cells
MIN( )
The smallest value in a list of cells
PRODUCT( )
The multiplication of a list of cells
SUM( )
The sum of a list of cells

Lab

- Lab 6,7

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Summary

- Working with Tables in Word Document
- Creating Table
- Modifying Table Data
- Applying Styles to table
- Working with Table Formulas

Summary

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Review Question

- Q.1. In a document what is the maximum number of columns that can be inserted in MS Word Table?
  - a. 35   b. 15   c. 63   d. 65

- Q.2. How much space in minimum must be provided between columns?
  - 0"   B) 0.5"   C) 1"   D) 1.5"

- Q3. While right clicking on the cell C5 and selecting on Insert cell option, where the new cell will get inserted?

Answers:

Q1. 15

Q2. 1.5"

Q3. before C5

Q4. Hover mouse

Q5. True

Review Question

- Q4. While inserting the table, _____ over the diagram squares to select number of columns and rows in the table
- Q5. Is formula can be added in the table?
  - A. True   B. False

Answers:

Q1. 15

Q2. 1.5"

Q3. before C5

Q4. Hover mouse

Q5. True