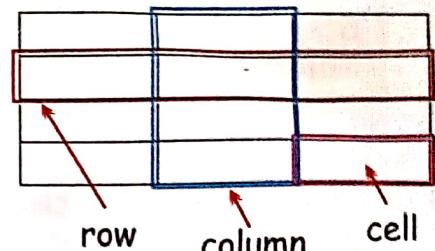


# TABLES IN MS WORD 2016

## INTRODUCTION

**Tables** are used to organise and display information in a systematic manner. A **table** is made up of rows and columns. The vertical data is called a **column** and horizontal data is called a **row**. Each individual rectangle is called a **cell**.



## INSERTING A TABLE

To insert a **table**, follow the given steps:

Step-1: Click the **Insert** tab on the Ribbon.

Step-2: Click the **Table** icon from the **Tables** group. A drop-down menu appears.

Step-3: Click the **Insert Table** option from it.

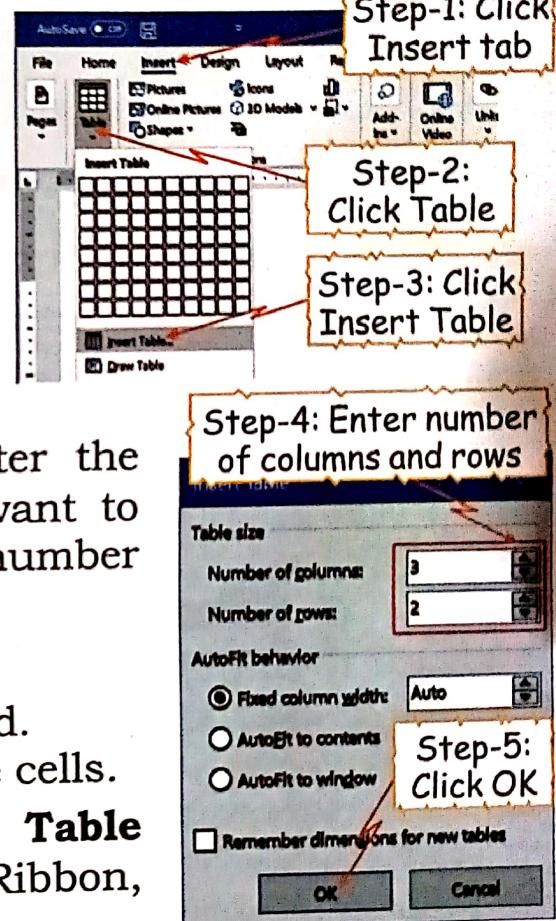
Step-4: In the **Insert Table** dialog box, enter the number of columns and rows you want to insert in your table. We have set the number of columns as 3 and rows as 2.

Step-5: Click the **OK** button.

A table with 3 columns and 2 rows gets inserted.

You can enter the data by simply typing in the cells.

When you insert a table, two new tabs **Table**, **Design/Design** and **Layout** appear on the Ribbon, displaying the various Table tools.



## INSERTING ROWS AND COLUMNS

You can add rows and columns in the table using the **Layout** tab.

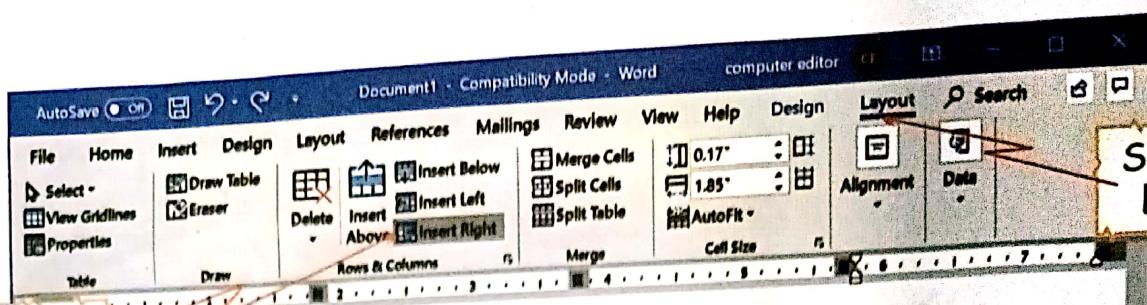
To add **columns** to a **table**, follow the given steps:

Step-1: Place the cursor in the table where you want to insert a column. Here, the cursor has been placed in the last column.

Step-2: Click the **Layout** tab.

Step-3: Click **Insert Right** or **Insert Left** from the **Rows & Columns** group. An empty column gets inserted.





Step-3: Click  
Insert Right

No	Name	Class
	Saroj	VIA

Step-1: Place the cursor here

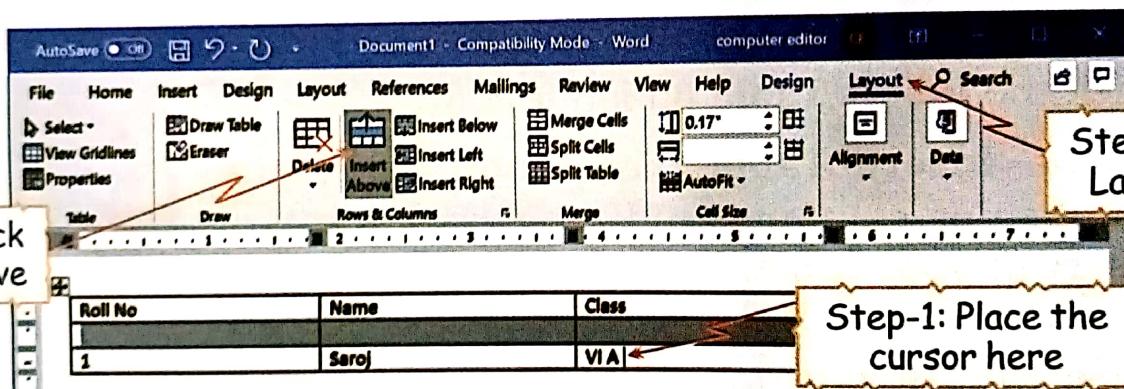
Step-2: Click Layout tab

To add rows to a table, follow the given steps:

Step-1: Place the cursor in the table where you want to insert a row.  
Here, the cursor has been placed in the last row.

Step-2: Click the **Layout** tab.

Step-3: Click **Insert Above** or **Insert Below** from the **Rows & Columns** group. A blank row gets inserted.



### Practice Time

1. The Romans used only seven symbols to form Roman numerals. Create a table showing the seven Roman numerals and the numbers they represent.

Follow these steps:

Step-1: Create a table with 8 rows and 2 columns using the Insert Table option.

Step-2: Type the headings in the first and second columns as 'ROMAN NUMERALS' and 'NUMBERS' respectively.

Step-3: Fill the data in the table as shown.

2. Insert a new column to the right of the table created above and type the heading as 'IN WORDS'. Now, type each number in words.

ROMAN NUMERALS	NUMBERS
I	1
V	5
X	10
L	50
C	100
D	500
M	1000

## Remember

To add a row at the end of a table, click the last cell of the last row, and then press the Tab key.

## DELETING ROWS AND COLUMNS

You can delete the rows and columns in the table using the **Layout** tab.

**To delete a row/column from a table**, follow the given steps:

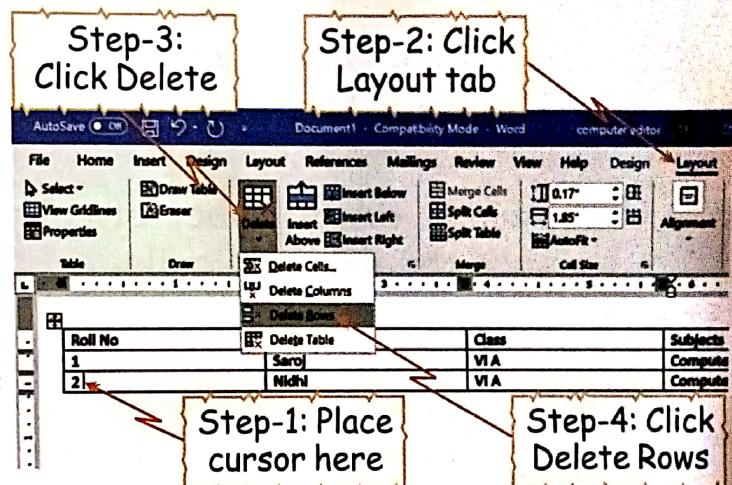
Step-1: Place the cursor in the cell of the row/column you want to delete.

Step-2: Click the **Layout** tab.

Step-3: Click the small arrow on the

**Delete**  from the **Rows & Columns** group. A menu appears.

Step-4: Click **Delete Rows/Delete Columns** from it. The entire row/column is deleted.



## Do You Know

We can delete the contents of any table without disturbing its structure. This is done by selecting the table and pressing the Delete key.

## MERGING CELLS

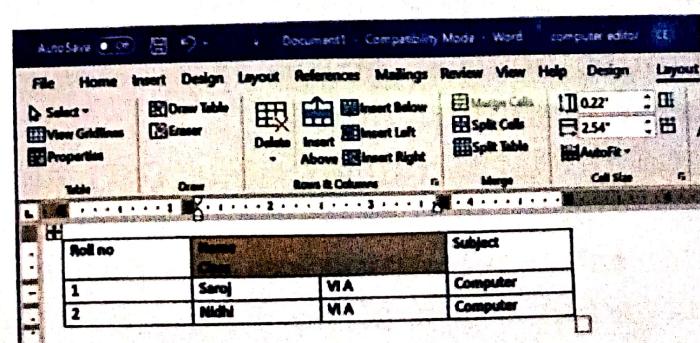
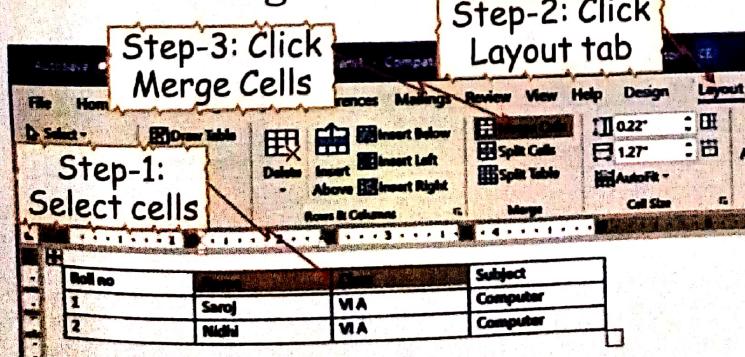
Combining two or more cells in the same row or column into a single cell is called **merging**. Many cells can be combined together to create a combined heading.

**To merge cells**, follow the given steps:

Step-1: Select the cells you want to merge.

Step-2: Click the **Layout** tab.

Step-3: Click **Merge Cells**  from the **Merge** group. The cells are merged.



## ④ SPLITTING CELLS

Breaking up a single cell into multiple cells in a table is called **splitting**. This is the **reverse** of merging process.

To split a cell, follow the given steps:

Step-1: Click the cell or select multiple cells that you want to split.

Step-2: Click the **Layout** tab.

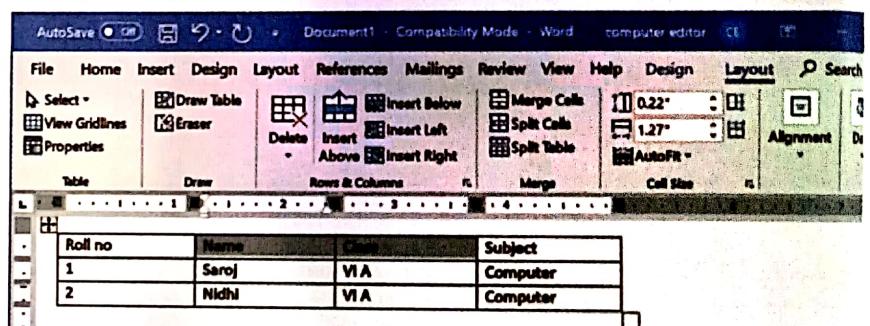
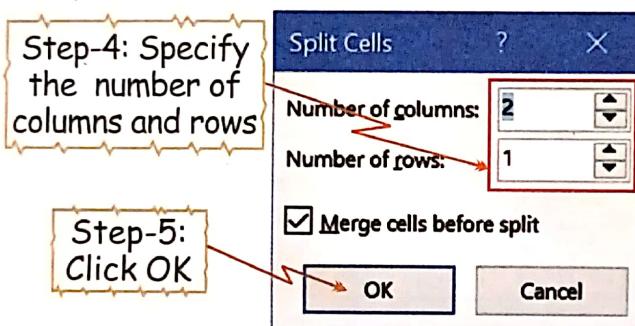
Step-3: Click **Split Cells** 

from the **Merge** group.

The **Split Cells** dialog box appears.

Step-4: Specify the number of columns and rows in which you want to split the selected cells.

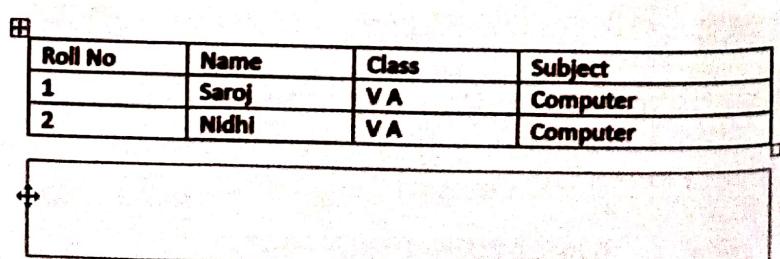
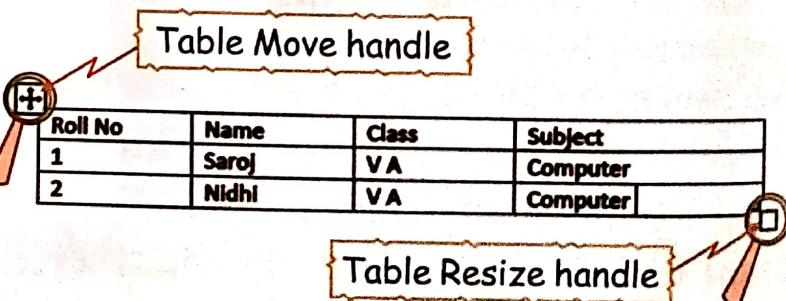
Step-5: Click the **OK** button. Cells get split up.



## ⑤ MOVING AND RESIZING TABLES

When you click on the table, you notice a **plus sign** at the top left corner. This is called the **Table Move handle**. A small hollow square at the right corner of the table is called the **Table Resize handle**.

To move the table, place the mouse pointer on the Table Move handle until a plus sign appears and drag the table to any part of the document and then release the mouse button. Your table is placed at a new place.



To **resize the table**, place the mouse pointer on the Table Resize handle until a double-headed arrow appears. Then, drag the table boundary.

Release the mouse button when you get the desired size.

Roll No	Name	Class	Subject
1	Saroj	VIA	Computer
2	Nidhi	VIA	Computer

### Practice Time

Create your school timetable in MS WORD. Use relevant features to make it attractive.

Days	1	2	3	4		5	6	7	8
Mon									
Tue									
Wed									
Thurs									
Fri									

### ADJUSTING ROW HEIGHT/COLUMN WIDTH

You adjust the row height/column width in the table using the **Layout** tab.

**To adjust the row height**, follow the given steps:

- Step-1: Place the cursor on any cell in the row you want to adjust.
- Step-2: Click the **Layout** tab.
- Step-3: Click **Properties** from the **Table** group. The **Table Properties** dialog box appears.
- Step-4: Click the **Row** tab.
- Step-5: Select the **Specify height** check box and use the scroll arrow to increase or decrease the row height.
- Step-6: Click the **OK** button.

The screenshot shows a Microsoft Word document titled "Roll no docx". A table with four rows and four columns is selected. The "Layout" tab is active in the ribbon. The "Table Properties" dialog box is open, specifically the "Row" tab. Step-3: Click Properties is highlighted on the ribbon. Step-2: Click Layout tab is highlighted on the ribbon. Step-4: Click Row tab is highlighted on the "Table Properties" dialog box. Step-5: Click here to adjust the height is highlighted on the "Specify height" input field. Step-6: Click OK is highlighted on the "OK" button.



**To adjust the column width**, follow the given steps:

Step-1: Place the cursor on any cell in the column you want to adjust.

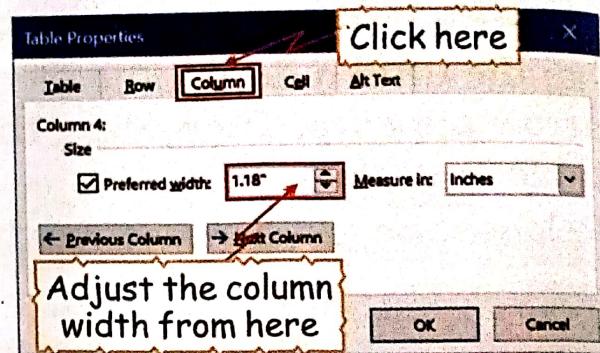
Step-2: Click the **Layout** tab.

Step-3: Click **Properties** from the **Table** group. The **Table Properties** dialog box appears.

Step-4: Click the **Column** tab.

Step-5: Select the **Preferred width** check box and use the scroll arrow to increase or decrease the column width.

Step-6: Click on the **OK** button.



### ① | Keyboard Shortcuts

- ❖ Press Tab key to move the cursor to the next cell in a row.
- ❖ Press Shift + Tab to move the cursor to the previous cell in a row.
- ❖ Press Alt + Home to move the cursor to the first cell in a row.

## ② BORDERS AND SHADING

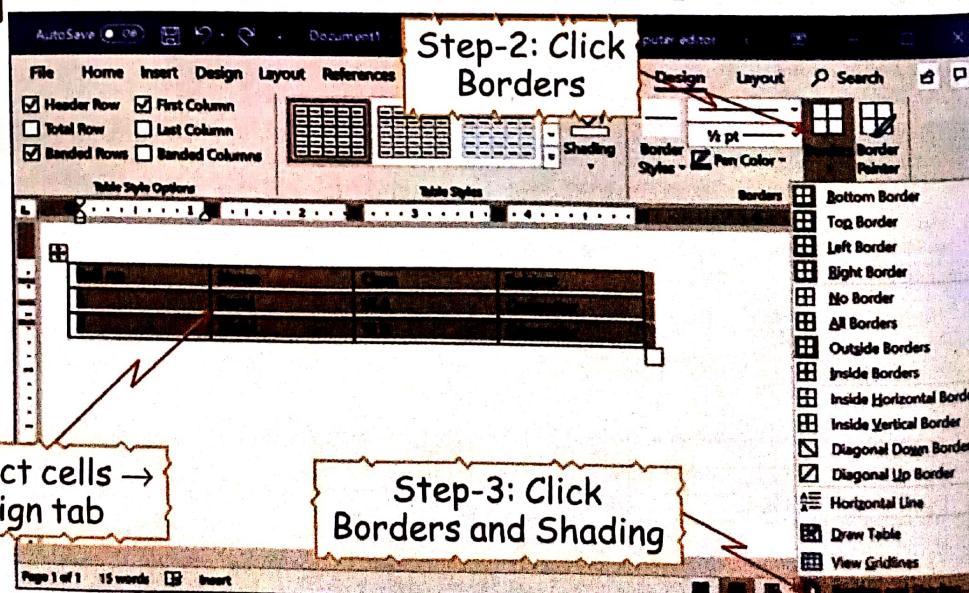
You add borders and shading to your table using the **Borders and Shading** command from the **Borders** group.

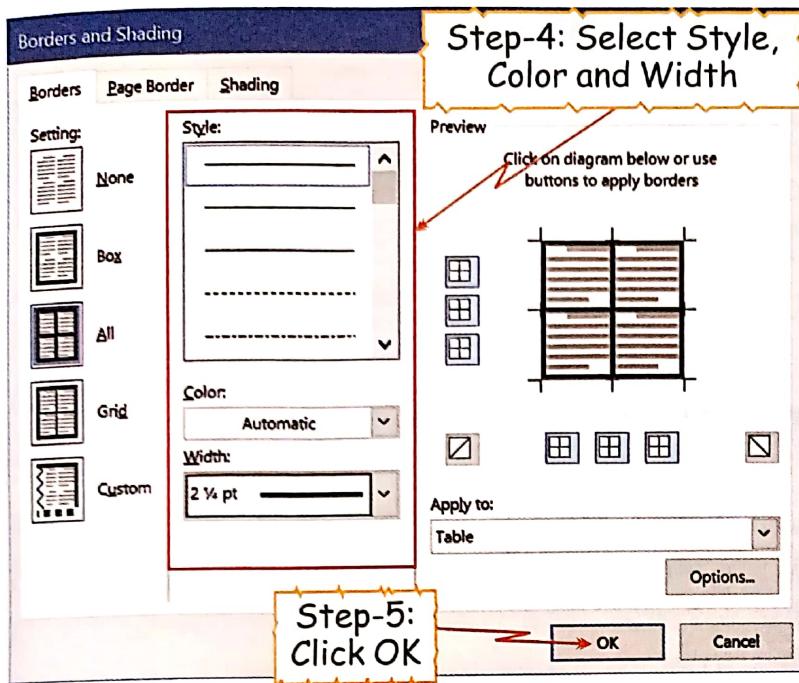
**To add borders**, follow the given steps:

Step-1: Click the cell or select the multiple cells and click the **Design** tab.

Step-2: Click **Borders** from the **Borders** group. A drop-down menu appears.

Step-3: Click the **Borders and Shading** option.  
Borders and Shading dialog box appears.





**Step-4:** Choose the style, colour and width of the border.

**Step-5:** Click the **OK** button.

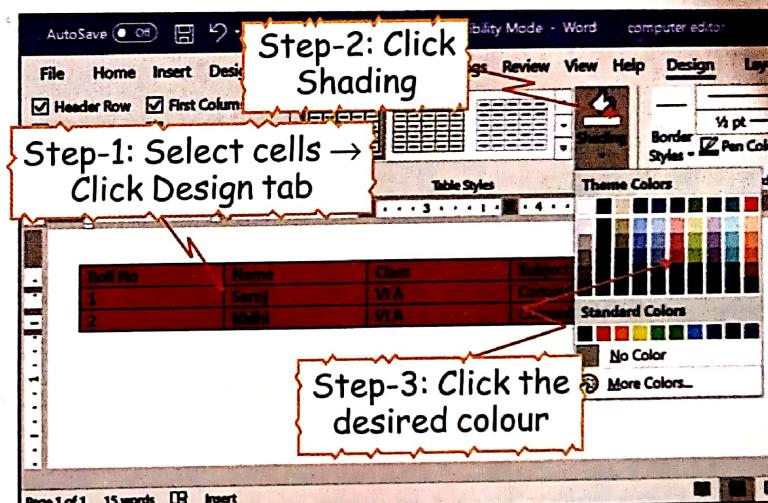
Marks1	Marks2	Class	Subject
1	Saroj	V A	Computer
2	Nidhi	V A	Computer

To add shading, follow the given steps:

**Step-1:** Click the cell or select multiple cells and click the **Design** tab.

**Step-2:** Click **Shading** from the **Table Styles** group. A drop-down menu appears.

**Step-3:** Select and click the colour of your choice to get the required result.



## TABLE STYLES

**Table Styles** is an inbuilt facility of Microsoft Word for changing the look, colour and design of the borders of a table. It is present in the **Design** tab on the Ribbon. The **Design** tab appears only when a table is inserted.

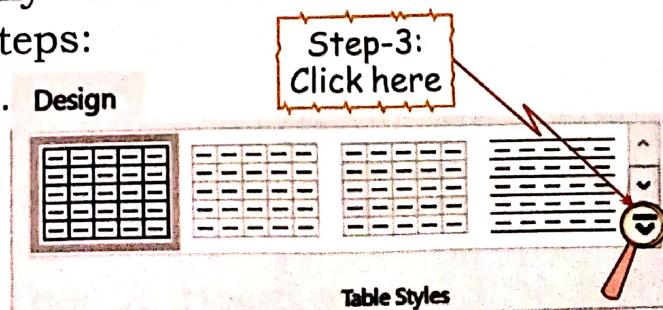
To apply table styles, follow the given steps:

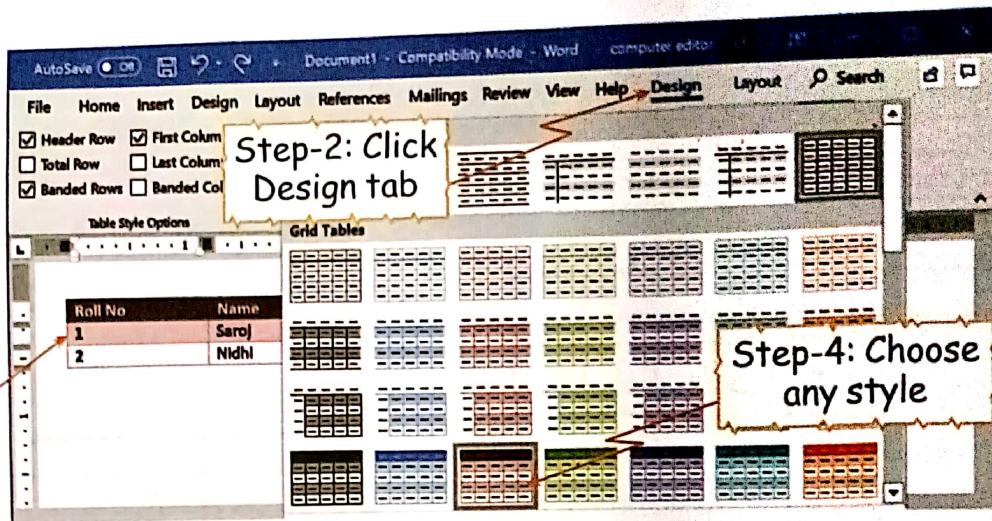
**Step-1:** Click the table in the document.

**Step-2:** Click the **Design** tab.

**Step-3:** Click the **More**  button in the **Table Styles** group.

**Step-4:** Choose any **visual style** from the gallery. The preview of the selected style is seen on the table. Click to apply.



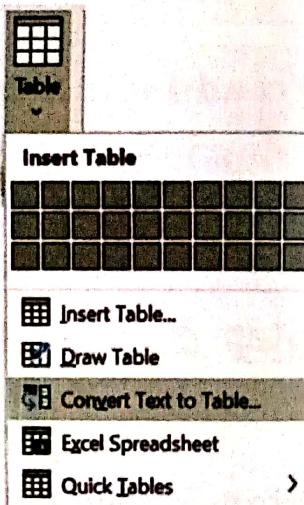


## CONVERTING TEXT TO TABLE

You have learnt to create a table in Microsoft Word. However, if you want to change an already typed text to a table format, Microsoft Word provides you the option of converting text into tables and vice-versa.

**To convert text to table,** follow the given steps:

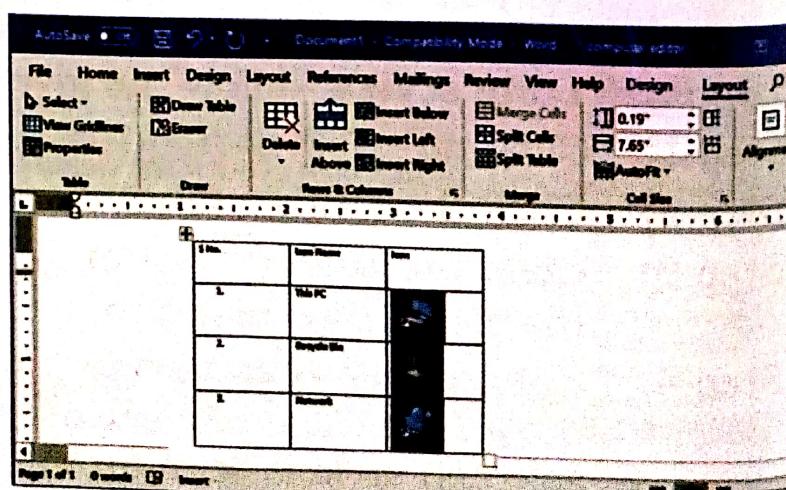
- Step-1: Select the text that you want to convert.
- Step-2: Click the **Insert** tab.
- Step-3: Click **Table** from the **Tables** group.
- Step-4: Select the **Convert Text to Table** option. A dialog box appears.
- Step-5: Enter the number of columns in the **Table size** section.
- Step-6: Select any option from the **Separate text at** section.
- Step-7: Click the **OK** button. The selected text gets converted to table.



## INSERTING PICTURE IN A TABLE

Follow the given steps **to insert pictures in a table:**

- Step-1: Click the desired cell to insert a picture.
- Step-2: Click the **Insert** tab and select the **Pictures** option from the **Illustrations** group.
- Step-3: Select the picture to be inserted.
- Step-4: Click the **Insert** button. The selected picture is inserted in the cell.



⑦ | Keyboard Shortcuts

- ❖ Move to the last cell in the row Alt+End
  - ❖ Move to the first cell in the column Alt+Page up
  - ❖ Move to the last cell in the column Alt+Page down
  - ❖ Move to the previous row Up arrow key
  - ❖ Move to the next row Down arrow key
  - ❖ Move one row up Alt+Shift+Up arrow
  - ❖ Move one row down Alt+Shift+Down arrow key
  - ❖ To save your table Ctrl+S



# MAIL MERGE IN MS WORD 2016

## INTRODUCTION

Suppose, you want to invite your friends and relatives to your party. You have typed the invitation letter. Now, you have to type all the addresses of your friends and relatives.

Typing all the names and addresses and then making the documents and saving them, is a difficult job. This work can be done very easily in **Microsoft Word** using the **Mail Merge** feature.

With this feature, you can send the same letter to a number of people.

### Advantages Of Mail Merge

- ◎ It saves your time and efforts.
- ◎ Once the merge has been set up, thousands of letters can be produced very quickly.
- ◎ When you make any changes in one letter, they are applied to every letter.
- ◎ Letters can be sent to the people who meet specific criteria.

## COMPONENTS OF MAIL MERGE

The Mail Merge process requires the following:

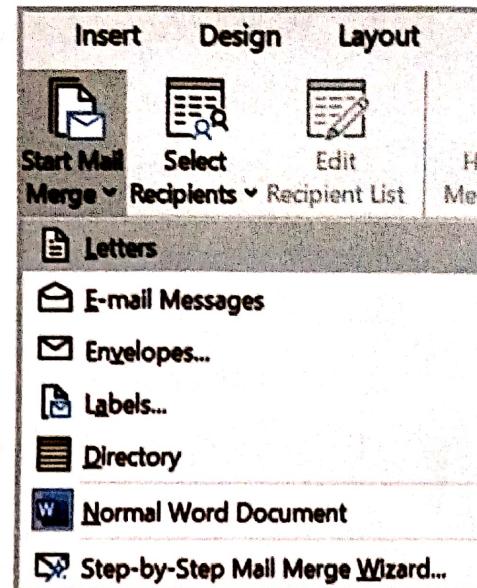
**Main Document:** The document that contains letter or text which is to be sent is called the **Main Document**.

**Data Source:** The file where all the addresses of the recipients are stored is called the **Data Source**.

The process of combining the Main Document with the Data Source is called **Merging**. The final document is called the **Merged Document**.

In general, Mail Merge process involves the following three steps:

- ◎ creating Main Document
- ◎ creating Data Source
- ◎ merging Main Document and Data Source



## STARTING MAIL MERGE

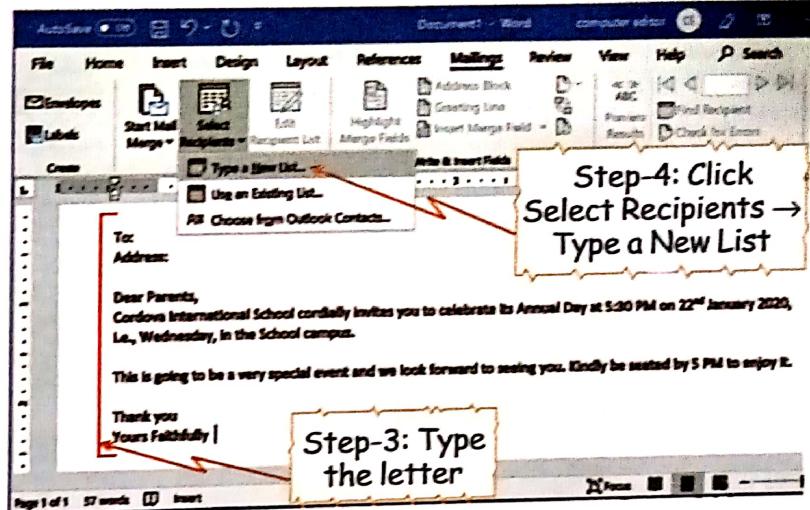
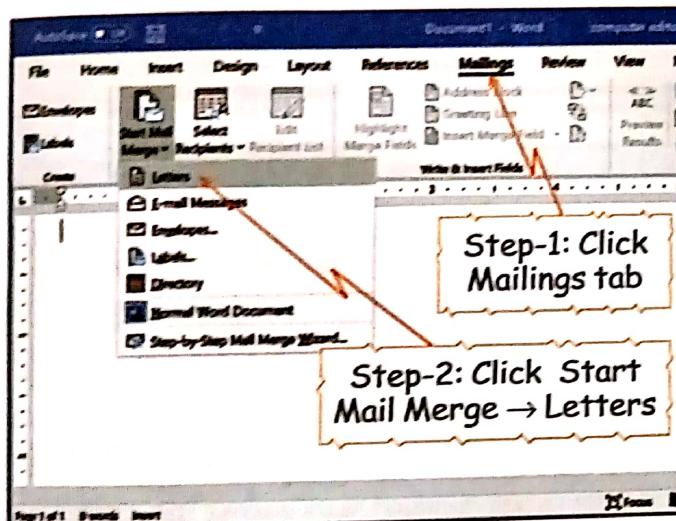
To start Mail Merge, follow the given steps:

Step-1: Click the **Mailings** tab on the Ribbon.

Step-2: Click the **Start Mail Merge**  from the **Start Mail Merge** group and choose **Letters** from the choices available.

Step-3: Type the letter you want to send.

Step-4: Click the **Select Recipients**  and choose **Type a New List** from the choices available.



The **New Address List** dialog box appears.

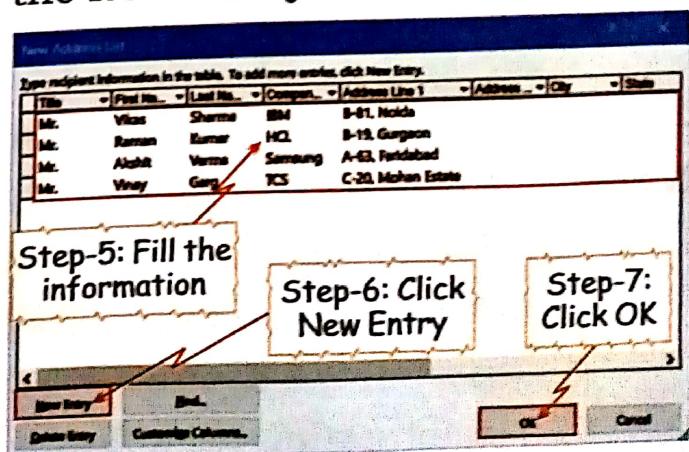
Step-5: Fill in the various fields with appropriate information. You can leave a field blank as well.

Step-6: To create another entry, click the **New Entry** button.

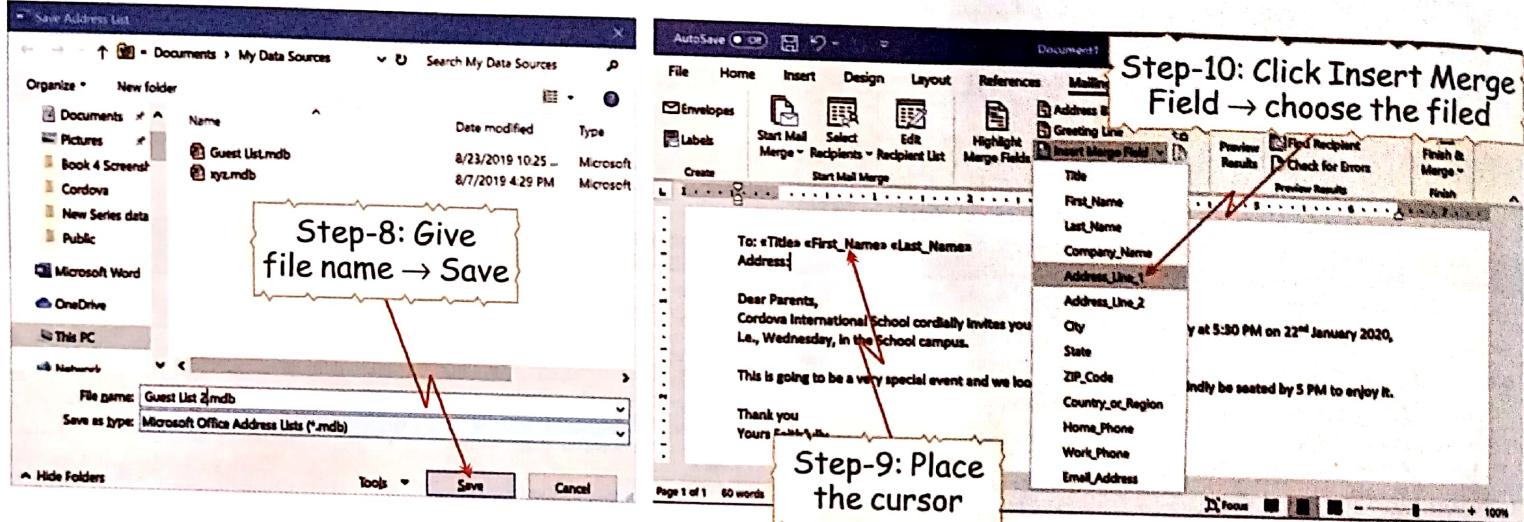
You can arrange the records according to your choice by clicking the appropriate column heading. For example, click the **First Name** field to arrange according to names.

Step-7: After completing the form, click the **OK** button. The **Save Address List** dialog box appears.

Step-8: Give a suitable name to the list and click the **Save** button.



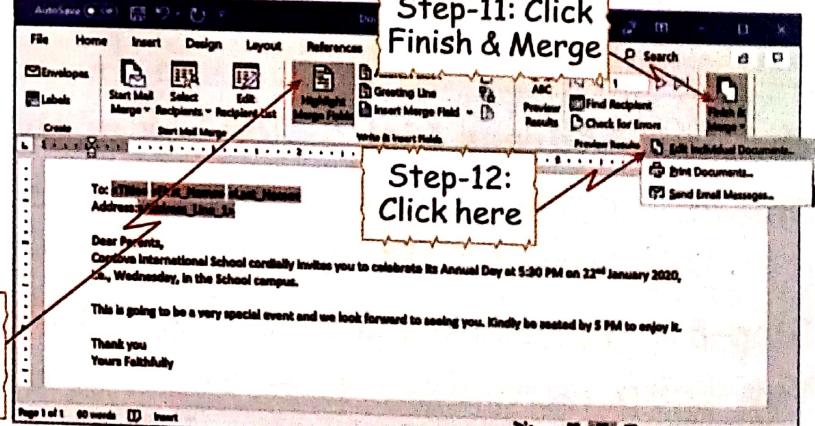
- Step-9:** Now, place the cursor in the main document where you want the fields to be inserted.
- Step-10:** Click the **Insert Merge Field**  from the **Write & Insert Fields** group and choose the required field. Again, place the cursor to another place for the next field and insert it in the same manner.



- Step-11:** Click the **Finish & Merge**  from the **Finish** group to complete the Mail Merge process.

- Step-12:** Choose the **Edit Individual Documents** option. The **Merge to New Document** dialog box appears.

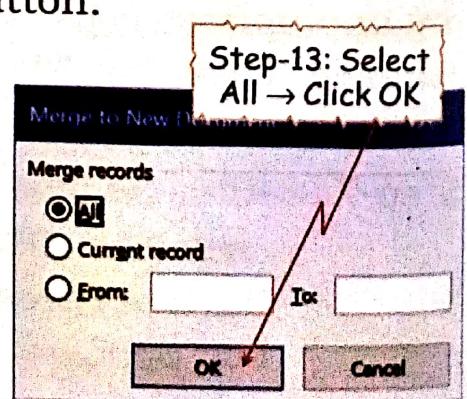
**Click to highlight the merged fields**



- Step-13:** Select the **All** option and click the **OK** button.

**Note :** You can also click the **Highlight Merge Fields**  from the **Write & Insert Fields** group to easily identify which part of the document is replaced by the information from the recipients list.

The merged letters will be opened in Microsoft Word window for further editing.




To: Mr. Vikas Sharma  
Address: B-81, Noida

Dear Parents,  
International School cordially invites you to celebrate its Annual Day at 5:30 PM on 22nd January 2020, i.e., Wednesday, in the School campus.

This is going to be a very special event and we look forward to seeing you. Kindly be seated by 5 PM to enjoy it.

Thank you  
Yours Faithfully

To: Mr. Raman Kumar  
Address: B-19, Gurgaon

Dear Parents,  
International School cordially invites you to celebrate its Annual Day at 5:30 PM on 22nd January 2020, i.e., Wednesday, in the School campus.

This is going to be a very special event and we look forward to seeing you. Kindly be seated by 5 PM to enjoy it.

Thank you  
Yours Faithfully

To: Mr. Akshit Verma  
Address: A-63, Faridabad

Dear Parents,  
International School cordially invites you to celebrate its Annual Day at 5:30 PM on 22nd January 2020, i.e., Wednesday, in the School campus.

This is going to be a very special event and we look forward to seeing you. Kindly be seated by 5 PM to enjoy it.

Thank you  
Yours Faithfully

## PRINTING MERGED LETTERS

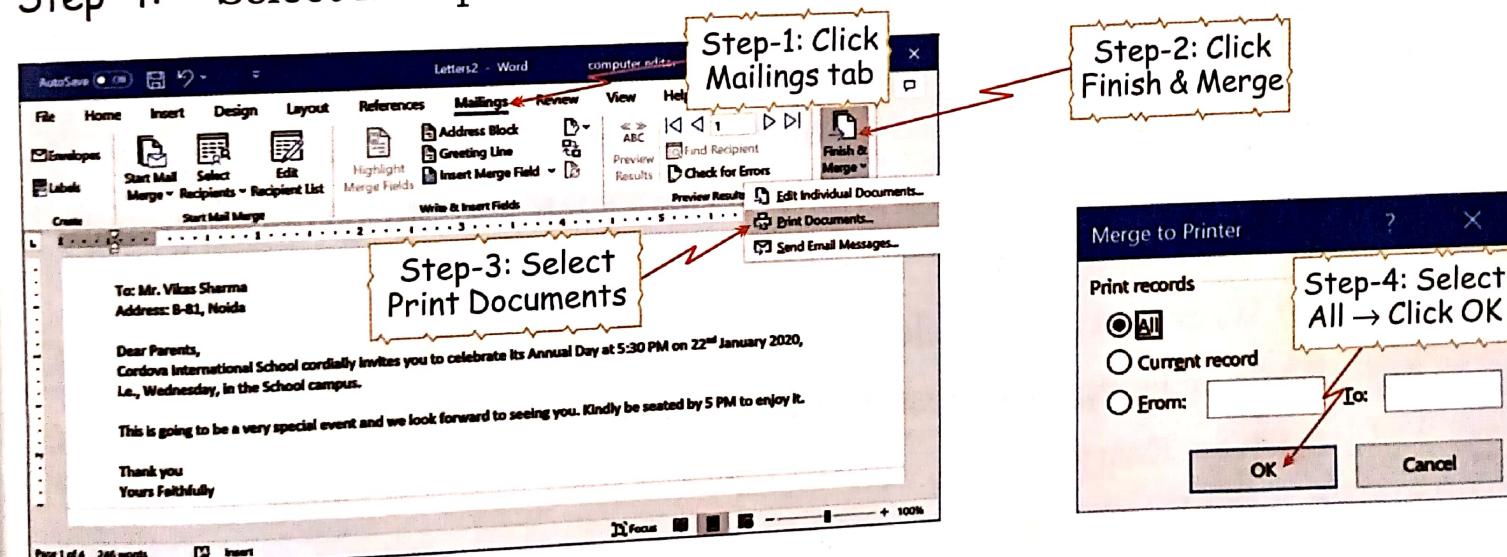
To print merged letters, follow the given steps:

Step-1: Click the **Mailings** tab.

Step-2: Click the **Finish & Merge**  from the **Finish** group.

Step-3: Select the **Print Documents** option from the drop-down list.

Step-4: Select **All** option and click the **OK** button.



### Practice Time

Open a new MS Word document. Using Mail Merge, create an invitation card for your relatives for a get-together. Save it with the name 'Invitation.docx'.

### Keyboard Shortcuts

- ❖ Preview the mail merge
- ❖ Merge a document
- ❖ Print the merged document
- ❖ Edit a mail-merge data document
- ❖ Insert a merged field

Alt+Shift+K

Alt+Shift+N

Alt+Shift+M

Alt+Shift+E

Alt+Shift+F

