Ex. No. : 3   **WORD APPLICATIONS – I**

Date   : 23.06.16

Aim

       To create the following table and perform the operations given below

DAYS	1	2	3	4	5	6	7	8
MON	TEST		RDBMS			CA	RDBMS	TUT
TUE	CA	OOP	CN	RDBMS	RDBMS			
WED	CN	RDBMS	OOP	RDBMS	COMMUNIC		CN	CA
THU	OPP	RDBMS			CA	RDBMS	CN	OOP
FRI	COMMUN		RDBMS		OOP	CN	RDBMS	CA
SAT	OOPS	RDBMS	CN	CA	----------			

Procedure

Step1: Click
Start   All Programs   Microsoft Office   Microsoft Office Word 2007.
Word application window will appear.
Step2: Click **Insert** tab, in the **Tables** group, click the **Table button**, click **Insert Table**.
Step3: In the Insert Table dialog box, Specify the number of **columns** as 6 and number of **rows** as 6**,** click the option button **Auto fit to contents** and click **ok**.
Step4: Now, the table will be displayed then type the content on the table.
Step5: To apply a Table style, Click the table whose style you want to change. Then on the **Design** contextual tab, in the **Table Styles** group, click the style you want in the Table Styles gallery.
Step6: Select the contents of the unit name column, then press Ctrl +L. (left align)
Step7:Select the content of the remaining column, then press Ctrl +R (right align)
Step8: To merge table cells, Select the cells you want to merge. Then on the **Layout** Contextual tab, in the **Merge Cells** button.
Step9: To print the page, select File   Print option. Select the page to be print.

Result
       Thus the above word operations are completed successfully.