

Word Processor: Tabular Presentation

3

Learning Scope

Introduction, Creating tables, Adding table styles, Editing tables (viz. Inserting and Deleting rows/columns, Changing row height and column width, Adding borders and shading to a table, Resizing a table, Merging and Splitting cells, Cell alignment (viz. Align left, right, center, justify)

Introduction

A table is a grid of rows and columns that intersect to form cells. The lines that mark the cell boundaries are called gridlines. A row runs horizontally and a column runs vertically in a table. Table can be used to represent data in an organised manner, making it visually appealing and easy to read and understand. Various types of data such as pictures, graphics, text, number, etc. can be inserted/written in a cell.

A sample table is given below which shows the name of book, its corresponding author's name, photograph and its type. You can see that each row gives the complete information about a book and each column contains a specific type of information. In this chapter, we will learn about creating, tables, entering data and editing tables in MS Word.

Columns				
S.No	Name of the Book	Author	Type	
1	The White Tiger		Aravind Adiga	Fiction
2	Wings of Fire		APJ Abdul Kalam	Non-Fiction
3	Untouchable		Mulk Raj Anand	Fiction
4	The Palace of Illusions		Chitra Banerjee Divakaruni	Fiction
5	Land of Seven Rivers		Sanjeev Sanyal	Non-Fiction

A Cell

Gridlines

Rows

Creating Tables in MS Word

MS Word provides a feature that helps us to create tables in a document. We can insert a table by positioning the cursor at a required place in the document. To perform the above task, we have to take the following steps:

Step 1: Click at the position on the document where you want to insert a table.

Step 2: Click the 'Insert' tab on the ribbon.

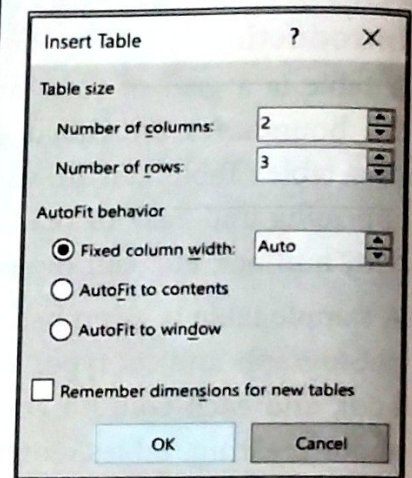
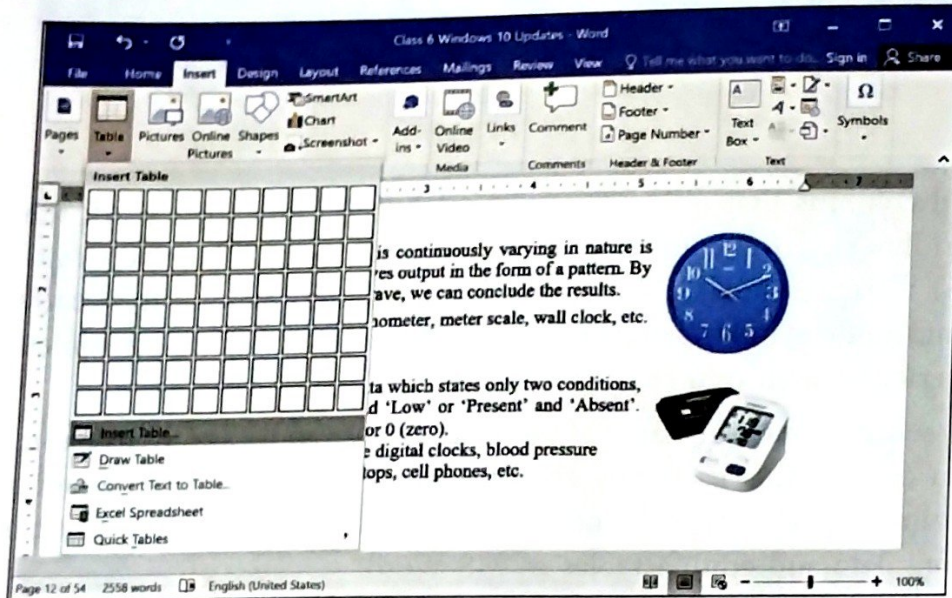
Step 3: Select 'Table' and then 'Insert Table' from the drop-down list.

The 'Insert Table' dialog box will appear on the screen.

Knowledge Corner

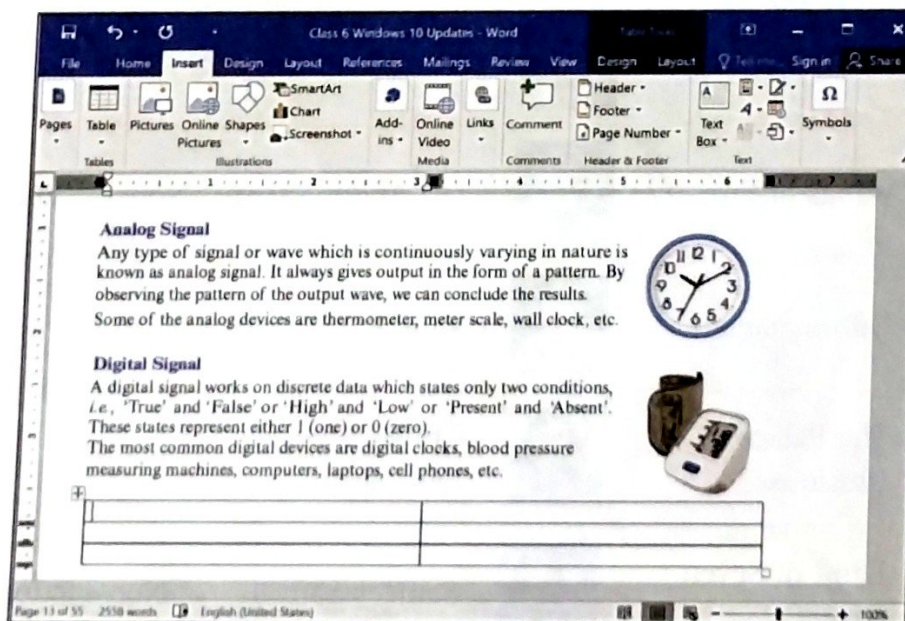


A rectangular arrangement of data (numbers or text) in the form of rows and columns is called a 'Matrix'.



Step 4: Enter the number of columns and rows in the dialog box.

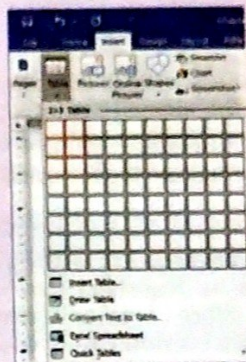
Step 5: Finally, click 'OK'.



A blank table is created at the desired place in the document as shown above.

Note

To insert table using grid, click on 'Table' option under 'Tables' group on the 'Insert' tab. Then hover over the mouse pointer over the grid on the drop-down menu to highlight and select the number of rows and columns.



Here, 2x3 table selected. It means that the table is created with 2 columns and 3 rows.

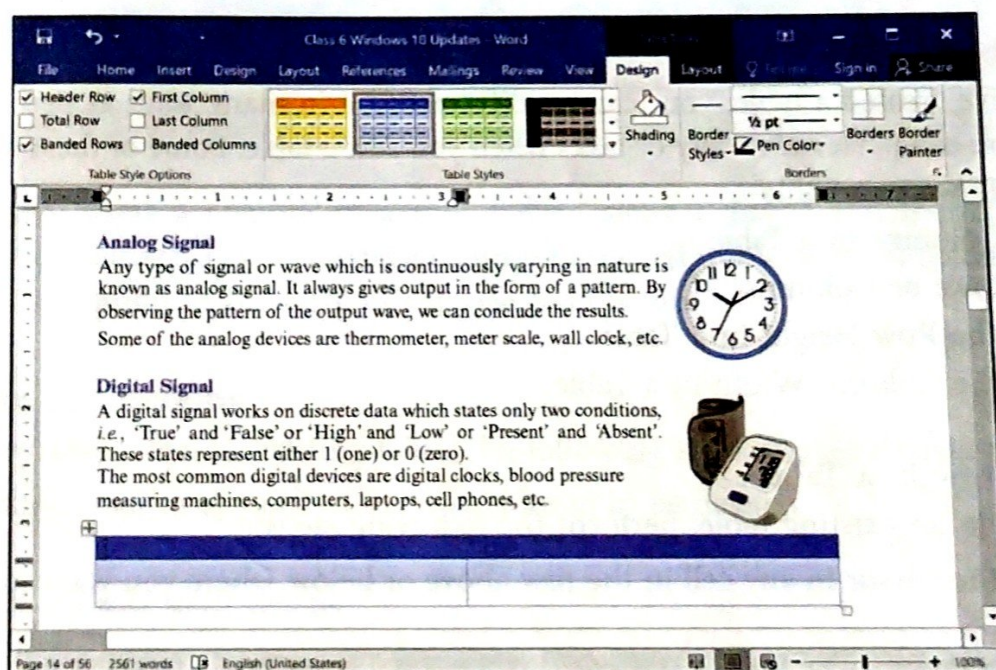
Adding Table Styles

Once a table is created, MS Word now by default provides you with various 'Table Styles' options to choose table design of your choice. Select the style as per your need. The table will be created with the selected style as shown below.

Knowledge Corner



By default, the 'Table Tools' option is not available on the ribbon area. It is active only when a table is selected.



The 'Table styles' option can also be accessed by selecting the table and then clicking on 'Design' tab under 'Tables Tool' option above the ribbon.

Entering Data in a Table

You can enter data in a table by clicking on the desired cell and then entering the required data. You can navigate in the table by using mouse, tab or arrow keys. Now complete the table as shown below:

Analog Signal
Any type of signal or wave which is continuously varying in nature is known as analog signal. It always gives output in the form of a pattern. By observing the pattern of the output wave, we can conclude the results. Some of the analog devices are thermometer, meter scale, wall clock, etc.

Digital Signal
A digital signal works on discrete data which states only two conditions, i.e., 'True' and 'False' or 'High' and 'Low' or 'Present' and 'Absent'. These states represent either 1 (one) or 0 (zero). The most common digital devices are digital clocks, blood pressure measuring machines, computers, laptops, cell phones, etc.

The differences between Analog Signal and Digital Signal are:

Analog Signal	Digital Signal
1. It signifies a continuous signal in wave form.	1. It signifies a discrete signal (0 or 1).
2. It broadcasts the information in the signal form.	2. It broadcasts the information in the binary form.

Page 15 of 57 2670 words English (United States)

You will notice that the content get adjusted in the table and the width of the row changes automatically as you enter the text.

Editing Tables in MS Word

Once you have created a table, you can modify/rectify it in many ways as per your need. In MS Word, you can perform variety of tasks when you edit a table. Some of these are as follows:

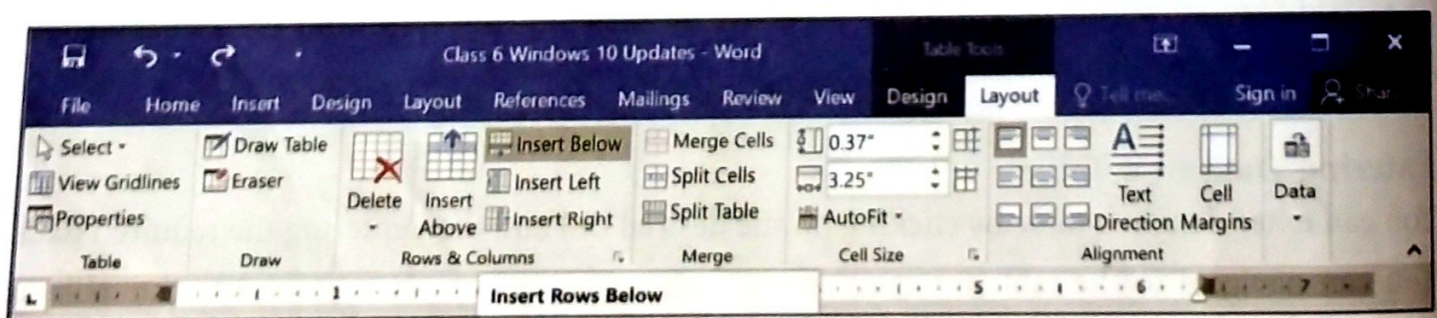
- Inserting Rows in a Table
- Inserting Columns in a Table
- Deleting Rows or Columns
- Changing the Row Height in a Table
- Changing the Column Width in a Table

Inserting a Row in a Table

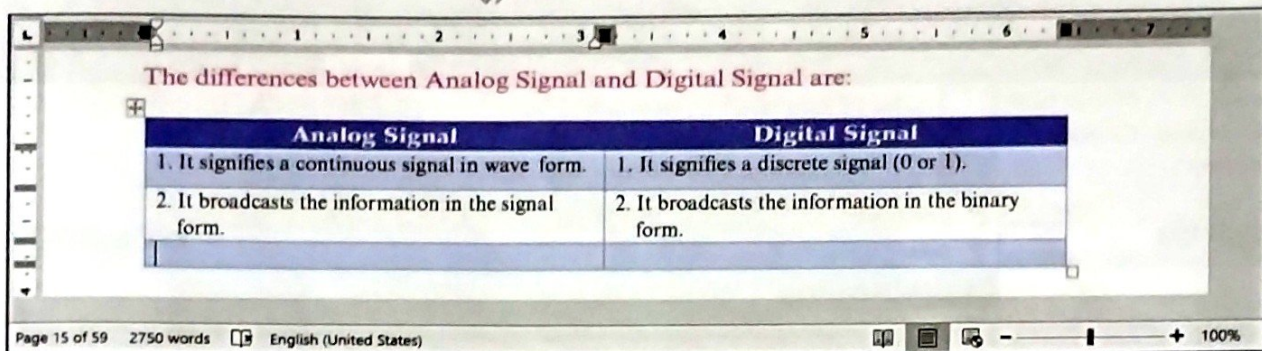
To add a row to an existing table, perform the following steps:

Step 1: Set the cursor in any cell in the row above or below where you want to insert a new row.

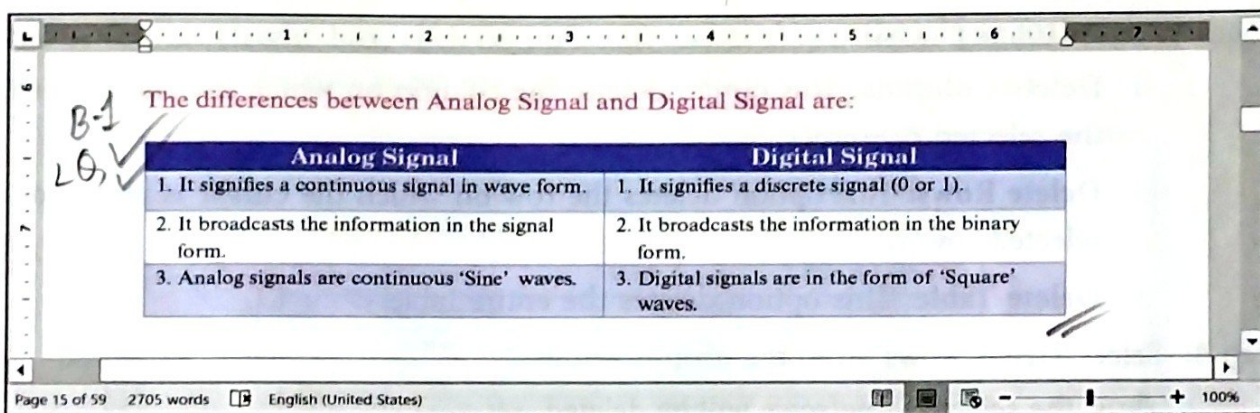
Step 2: Click the 'Layout' tab on the ribbon under the 'Table Tools' option.



Step 3: Click on an appropriate option—'Insert Below' to insert a row below the selected row or 'Insert Above' to insert a row above the selected row. Here, a row is inserted below the selected cell of the row.



Now, you can add the content of the table as shown below.



Similarly, we can insert a column in a row. Follow steps 1 and 2 and then click on the appropriate option—'Insert Left' to insert a column to the left of the selected column or 'Insert Right' to insert a column to the right of the selected column.

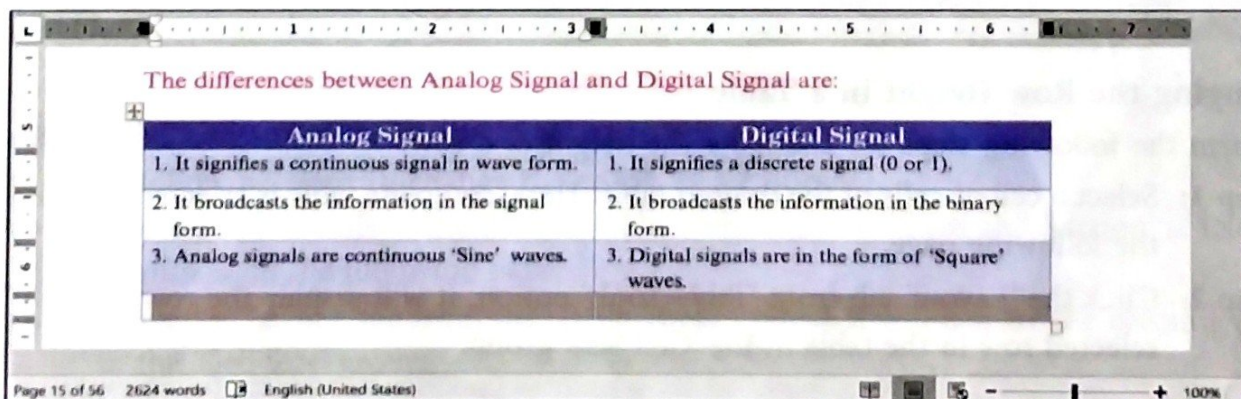
Deleting Rows or Columns

To delete a row/rows from an existing table, the following steps should be taken:

Step 1: Set the cursor in any cell of the row/column to be deleted.

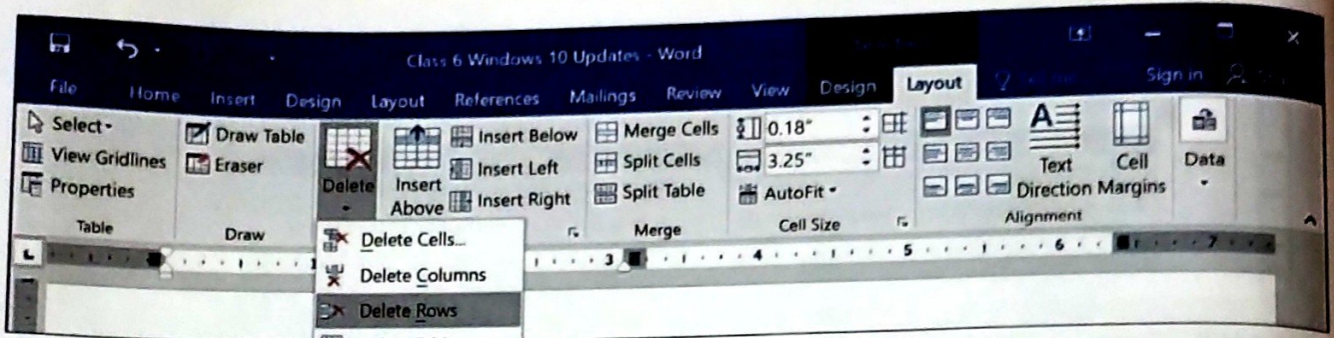
OR

Select the row to be deleted.



Step 2: Click the 'Layout' tabs on the ribbon under the 'Table Tools' option.

Step 3: Now, in 'Rows and Columns' group, click 'Delete'. A drop-down list opens.



Under the 'Delete' option, the following four options are available:

- i. **Delete Cells:** This option deletes the selected cell (or the cell on which the cursor is placed).
- ii. **Delete Columns:** This option deletes the column on which the cursor is set or the selected column(s).
- iii. **Delete Rows:** This option deletes the row on which the cursor is placed or the selected row(s).
- iv. **Delete Table:** This option deletes the entire table.

Step 4: Select 'Delete Rows' from the drop-down list.

Thus, the selected row/rows will be deleted.

Columns can also be deleted in a similar way by choosing the 'Delete Column' option from the drop-down list under the 'Delete' option.

Note

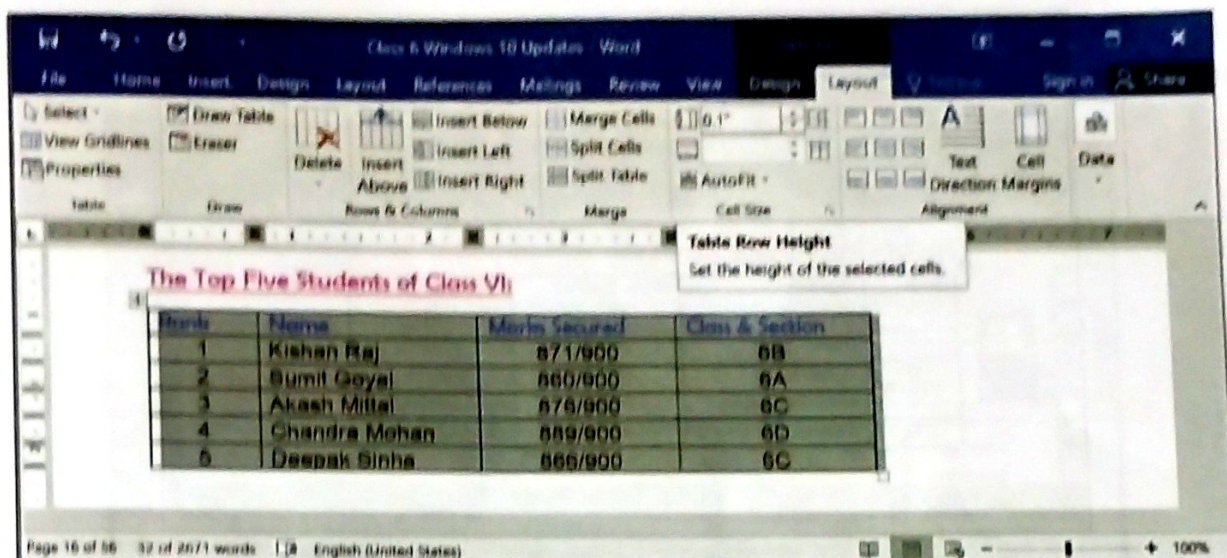
The delete operation can also be carried out by setting the cursor on the cell of the row/column on which the operation is to be carried out. Further, on right-clicking, a drop-down menu opens. Now, by clicking on the 'Delete' option, another drop-down list opens to select the desired operation.

Changing the Row Height in a Table

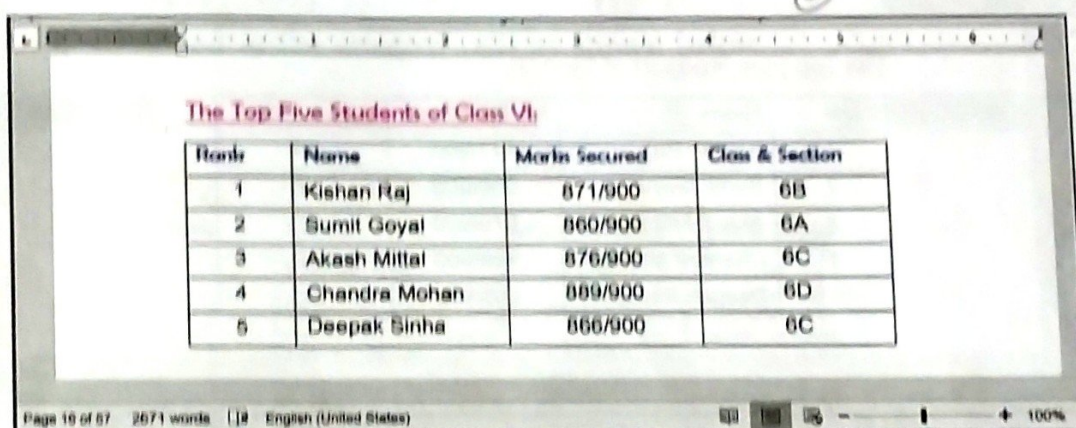
Perform the following steps for changing the height of a row:

Step 1: Select a cell or cells of the desired table. Here, complete table is selected as shown on the following page.

Step 2: Click the 'Layout' tab from 'Table Tools' option. It will display the row height of the selected row in the table in the 'Cell Size' group.



Step 3: In the 'Height' box, click on up arrow (▲) or down arrow button (▼) to change the height of the row as per your requirement. *sub-11*



The row height will be set shown above.

Knowledge Corner



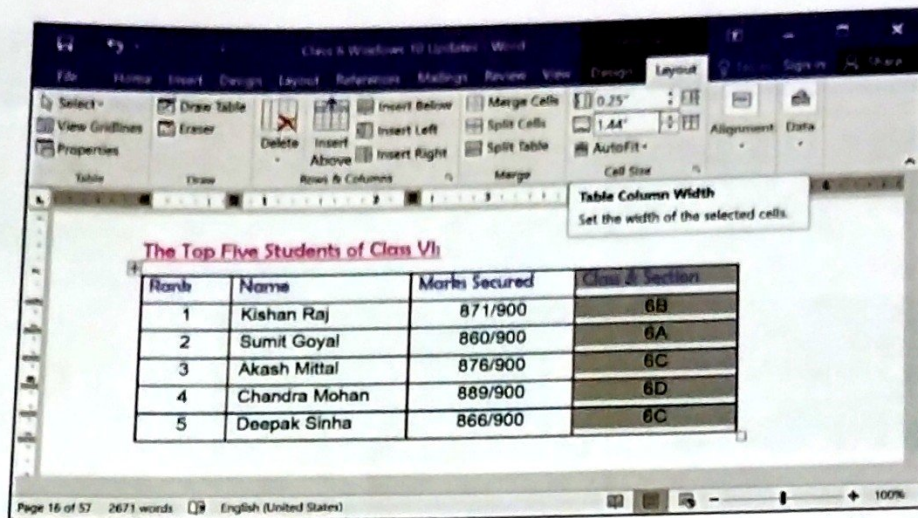
To change the height of the row, hover the mouse pointer over the row divider. The mouse pointer changes to a double-headed arrow (↕). Click and drag the mouse to increase or decrease the row height.

Changing the Column Width in a Table

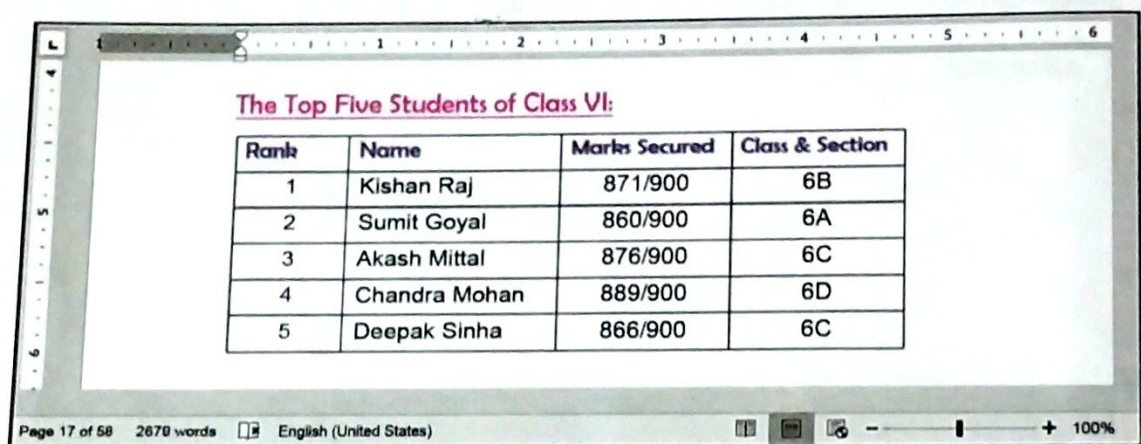
Perform the following steps to change the width of a column:

Step 1: Select a cell or cells of the desired table. Here, column 'Class and Section' is selected as shown on the following page.

Step 2: Click the 'Layout' tab from the 'Table Tools' option. It will display the column width in the 'Cell Size' group.



Step 3: In the 'Width' box, click on up arrow (▲) or down arrow button (▼) to change the width of the column to a specific measurement of your choice.



The column width will be set as per your need as shown above.

Knowledge Corner



To change the width of the column, hover the mouse pointer over the column divider. The mouse pointer changes to a double-headed arrow (↔). Click and drag the mouse to increase or decrease the column width.

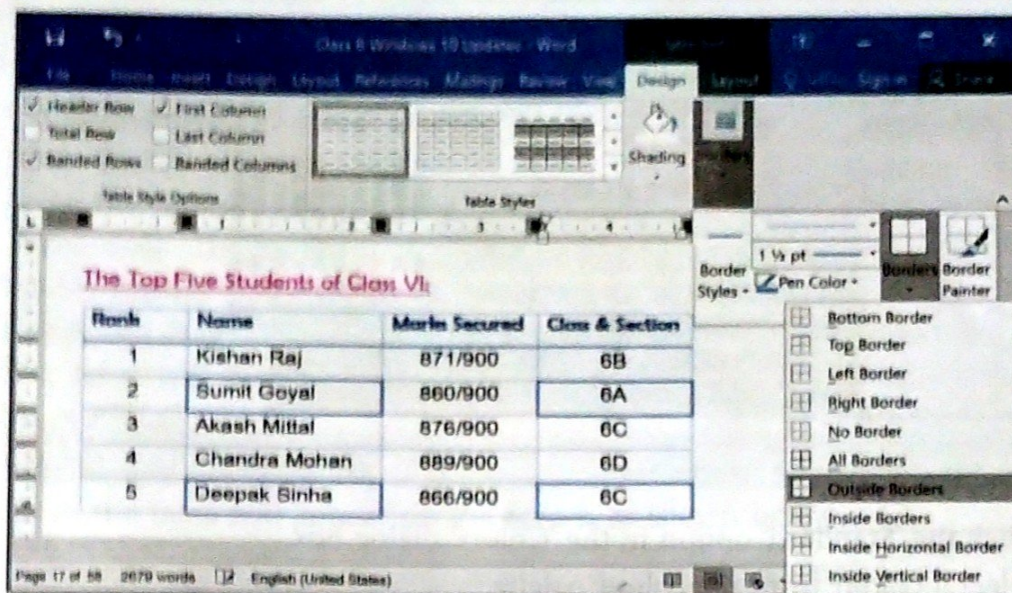
Adding Borders to a Table

Adding borders to a cell or a complete table enhances the appearance of a table. To add borders to a cell/cells in a table, perform the following steps:

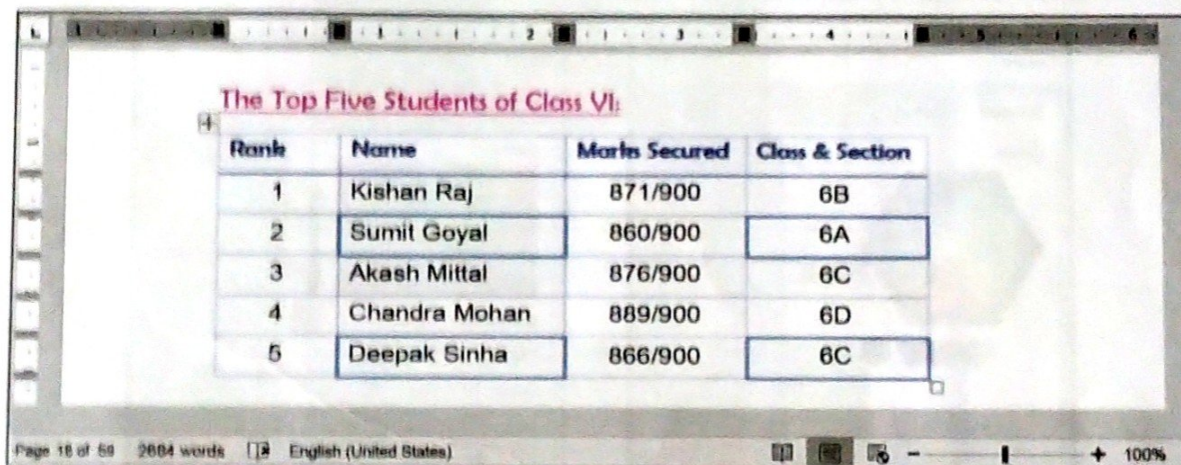
Step 1: Select the cell or cells of the table where a border is to be added.

Step 2: Click the 'Design' tab from 'Table Tools'.

Step 3: Under the 'Borders group', click on the dropdown arrow button (▼) of the 'Borders' option. From the dropdown list, select the desired border type (say, Outside Borders).



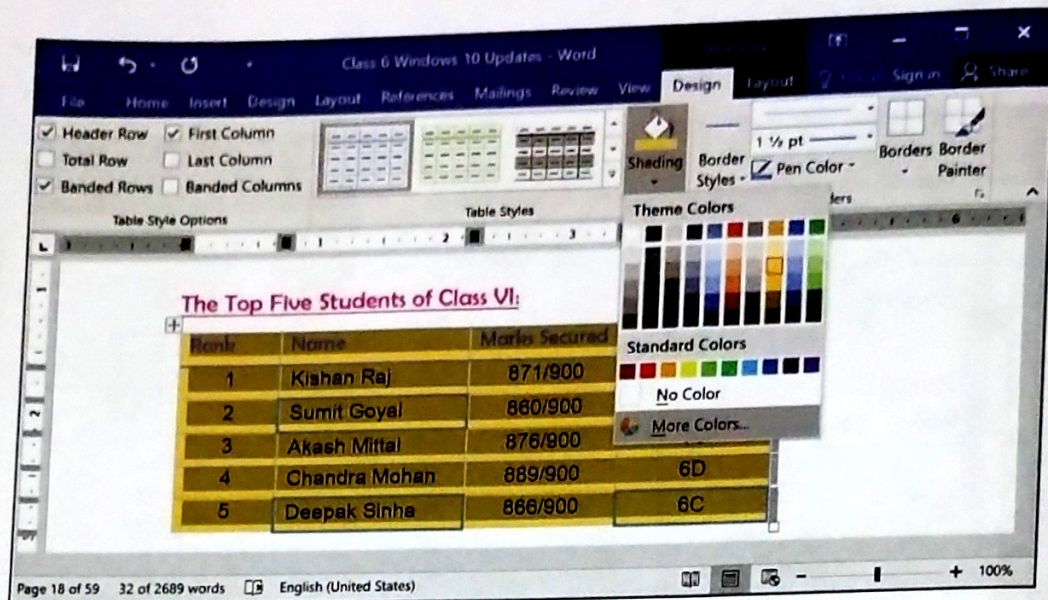
The border will be added to the selected cells as shown below.



Applying Shading to a Table

This function allows filling the background of a table with some pre-defined colours. By default, a table is created with gridlines in black and white. You can change the style of the table but to make it more attractive and appealing, you can apply shading to it. Perform the following steps to apply shading to a table:

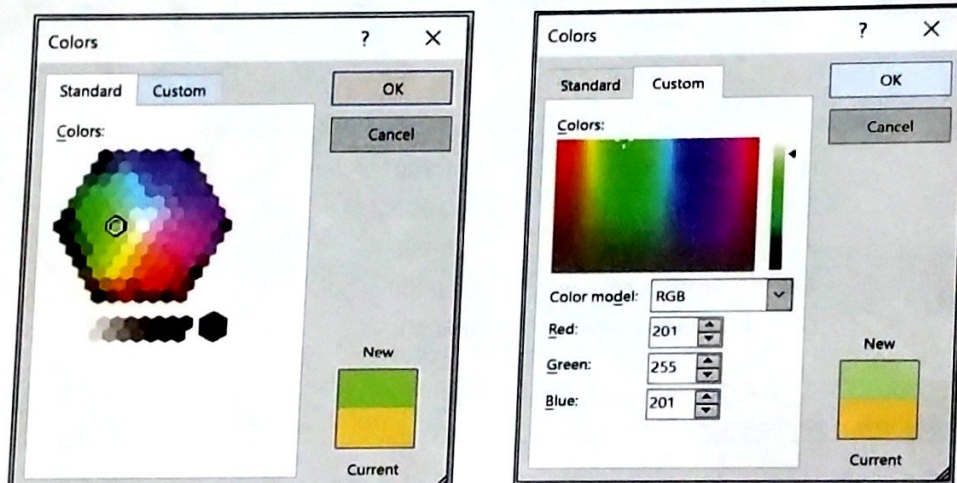
- Step 1: Select the cell/cells to which you want to apply shading. Here, the complete table is selected as shown on the following page.
- Step 2: Click the 'Design' tab from 'Table Tools' option followed by the 'Shading' option available in 'Table Styles' group.
- Step 3: Click on the dropdown arrow button (▼). Now, you can choose colour from the 'Theme colors' or click on 'more colors' option to get other colour options. A 'Colors' dialog box appears on the screen.



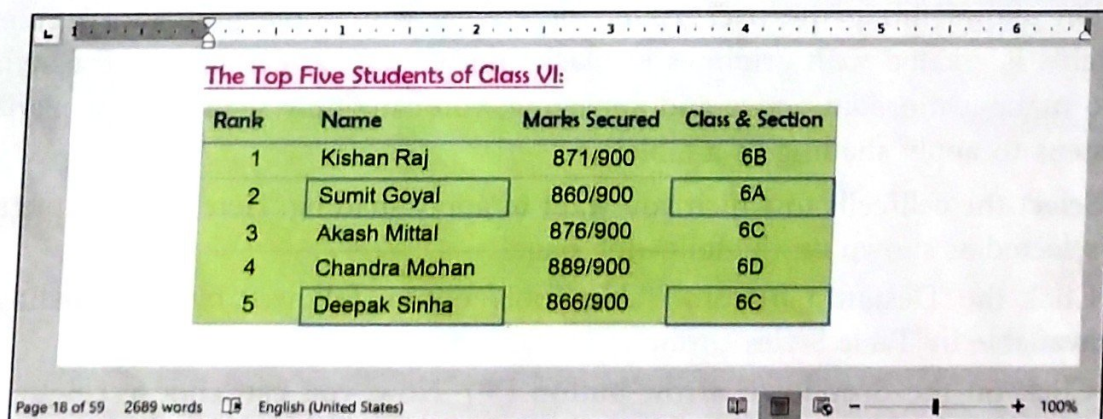
Step 4: Click the 'Standard' option in the 'Colors' dialog box.

Step 5: Select a colour from the colour palette.

Step 6: Click the 'Custom' option in the 'Colors' dialog box and set the brightness of the selected colour by adjusting the arrow (◀) present on the screen.



Step 7: Finally, click 'OK'.



The selected shading will be applied to the table as shown above.

Resizing a Table

Resizing a table means decreasing or increasing the table size as per your need. We may change the table size proportionately, length-wise or width-wise depending upon the data items.

To resize a table, perform the following steps:

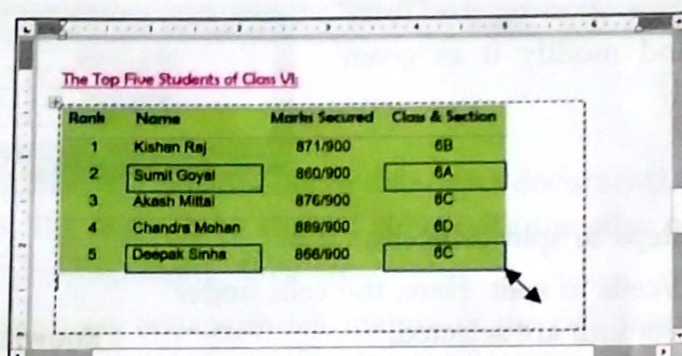
Step 1: Click the table to be resized.

Step 2: Bring the mouse pointer at the bottom right of the table. The mouse pointer changes to a double-headed arrow (resize handle, ↔)

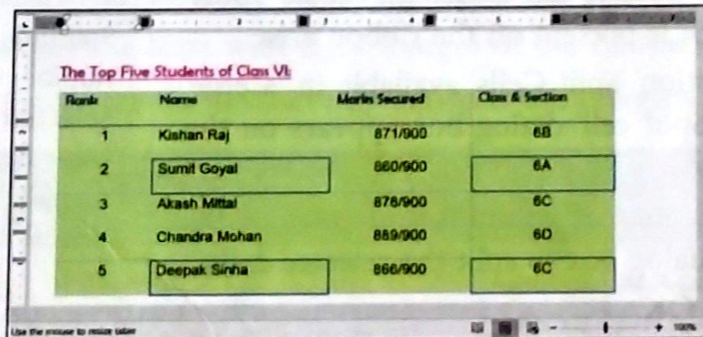
Step 3: Check and drag the table boundary diagonally. The table will resize its length and breadth proportionally.

Step 4: Release the mouse button.

The new size of the table will appear on the screen as shown below.



Rank	Name	Marks Secured	Class & Section
1	Kishan Raj	871/900	6B
2	Sumit Goyal	860/900	6A
3	Akash Mittal	876/900	6C
4	Chandra Mohan	889/900	6D
5	Deepak Sinha	866/900	6C



Rank	Name	Marks Secured	Class & Section
1	Kishan Raj	871/900	6B
2	Sumit Goyal	860/900	6A
3	Akash Mittal	876/900	6C
4	Chandra Mohan	889/900	6D
5	Deepak Sinha	866/900	6C

Knowledge Corner



While dragging the double headed arrow, it changes to a 'plus' sign.

Just Try!

You can change the size of a table width-wise by dragging the 'plus' pointer horizontally.

Merging and Splitting Cells

Merging cells means to combine two or more cells in a row or a column into a single cell. On the other hand, splitting cells is the reverse of merging cells where a single cell is divided into a number of small cells.

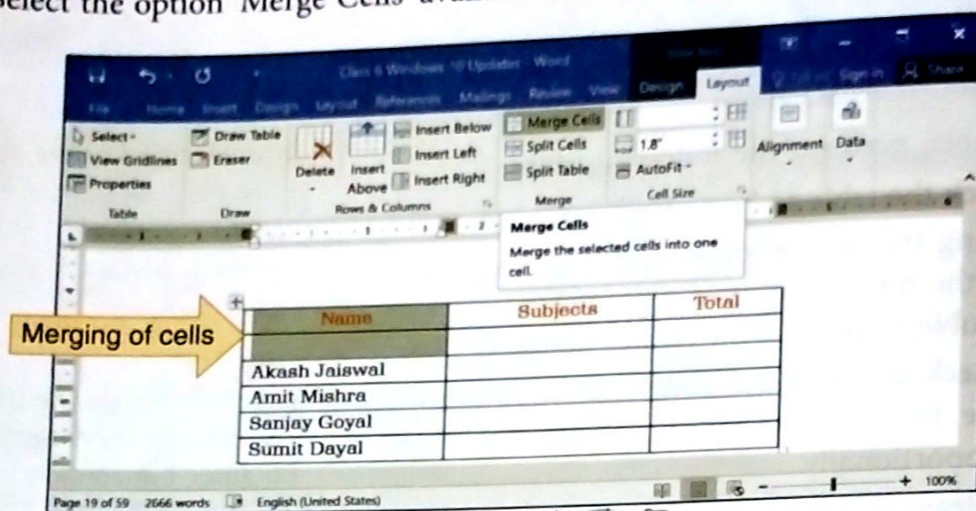
Merging Cells

Perform the following to merge cells:

Step 1: Select the cells which are to be merged. Here, two cells of the first column are selected as shown on the following page.

Step 2: Click on the 'Layout' tab under the 'Table Tools' option.

Step 3: Select the option 'Merge Cells' available in the 'Merge' group.



The selected cells are merged into a single cell. Similarly, perform this operation on the 'Total' column of the table and modify it as given alongside.

sub-II (4)

Name	Subjects	Total
Akash Jaiswal		
Amit Mishra		
Sanjay Goyal		
Sumit Dayal		

Splitting Cells

Perform the following steps to split cell/cells:

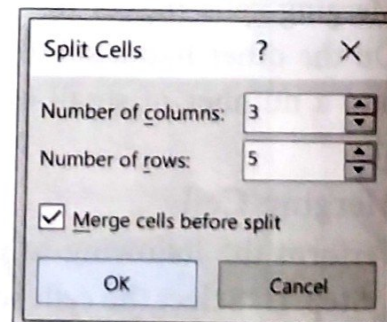
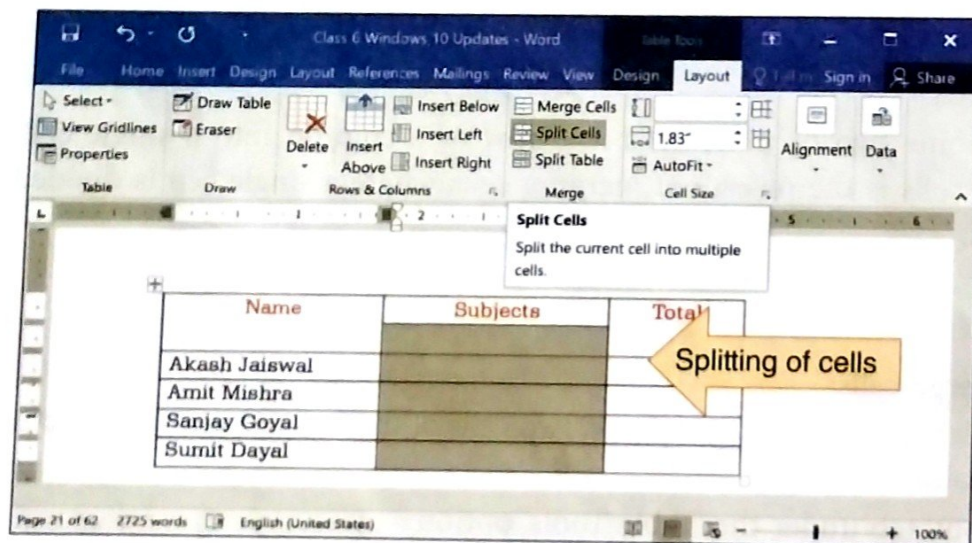
- Step 1:** Select the cell/cells to split. Here, the cells under the 'subjects' column are selected.
- Step 2:** Click on the 'Layout' tab under the 'Table Tools' options which is present on the ribbon area.
- Step 3:** Select the option 'Split Cells' available in 'Merge' group. The 'Split cell' dialog box appears on the screen.
- Step 4:** Enter the number of columns and rows in the 'Split Cells' dialog box to split the selected cells.
- Step 5:** Finally, click OK.

Knowledge Corner



Splitting of cells increases the number of sub-cells within the selected cell/cells.

Merging of cells combines many cells that have been selected for creating a single cell.



Name	Subjects			Total
Akash Jainwal				
Amit Mishra				
Sanjay Goyal				
Sumit Dayal				

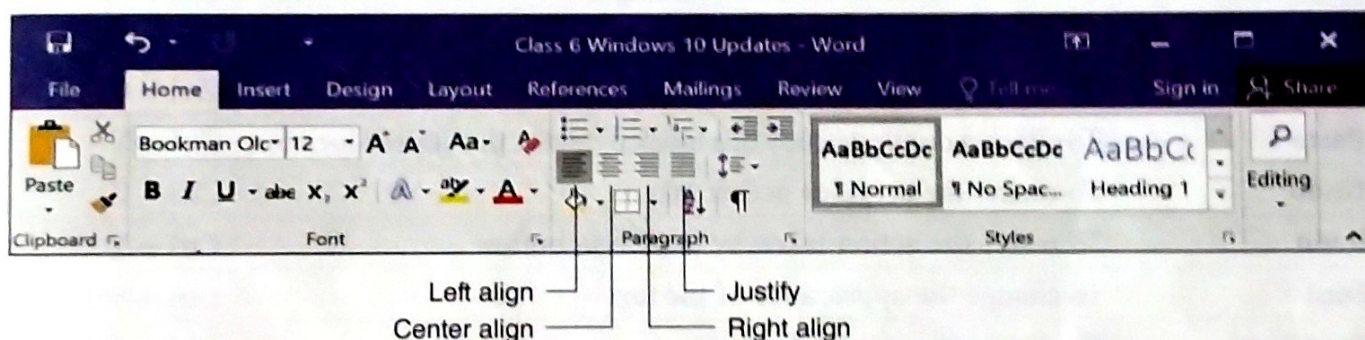
The selected cells are split (as shown in the snippet of the table given above).
Now, enter the data values and complete the table as shown below:

Name	Subjects			Total
	Physics	Chemistry	Biology	
Akash Jainwal	88	89	91	268
Amit Mishra	81	90	88	259
Sanjay Goyal	86	84	90	260
Sumit Dayal	92	88	92	272

Cell Alignment

The term 'alignment' defines the positioning of data/texts/documents, placed within a page or the boundary of a cell. The text can be aligned along with the edge of a page or a cell. There are four different types of alignment. They are:

- (a) Align Left : It aligns the texts with left margin of the cell/page.
- (b) Center : It aligns the contents on the center of cell/page.
- (c) Align Right : It aligns the texts with right margin of the cell/page.
- (d) Justify : It distributes the texts evenly between the margins.



Create and enter the data into the table as shown below:

Name	Adm. Number	Date
Deepak Patel	KG/234/10	12/01/2010
Amit Gulati	KG/142/09	15/02/2009
Sunita Gondal	KG/185/10	18/04/2010

All left align

Note

By default, the text entered in the table is left-aligned.

Suppose, you want to edit the table as -

- headings of the table: Center align
- contents of columns 2 and 3: Right align

Now, perform the following steps:

Step 1: Select row 1 with mouse. Under 'Home' tab on the ribbon, in the 'paragraph' group, select 'center' align option.

Step 2: Now, select the contents of columns 2 and 3. Click 'Right' align option in the 'Paragraph' group under 'Home tab'.

The table is edited as shown below:

Name	Adm. Number	Date	Center
Deepak Patel	KG/234/10	12/01/2010	
Amit Gulati	KG/142/09	15/02/2009	
Sunita Gondal	KG/185/10	18/04/2010	

Left align

Right align

Important options used in MS Word with the Shortcut Keys

Name	Description	Shortcut Key
New	To open a new document	Ctrl + N
Open	To open an existing document	Ctrl + O
Save	To save an existing/opened document	Ctrl + S
Print	To get a hard copy of a document/file	Ctrl + P
Print Preview	To view a document before printing it	Ctrl + F2
Cut	To cut and move a block of text from one place to another	Ctrl + X
Copy	To make a duplicate copy of a block of text	Ctrl + C
Paste	To attach a duplicate copy of a block of text at the desired location	Ctrl + V
Undo	To cancel the previous action taken	Ctrl + Z
Redo	To revert the action taken by the Undo button	Ctrl + Y
Font	To change the appearance of the text	Ctrl + Shift + F
Font Size	To change the size of the text	Ctrl + Shift + P
Bold	To highlight the text	Ctrl + B
Italic	To change the text to italic form	Ctrl + I
Underline	To draw a line below the text	Ctrl + U
Align Text Left	To align the text at the left indent	Ctrl + L
Center Text	To align the text at the center of the document	Ctrl + E
Align Text Right	To align the text at the right indent	Ctrl + R
Justify	To align the text from either side of the margins	Ctrl + J

Chapter at a Glance

- A table is a grid of rows and columns that intersect to form cells.
- The lines that mark the cell boundaries are called gridlines.
- A row runs horizontally and a column runs vertically. (T/F)
- A table can be inserted by Insert → Tables → Insert Table.
- Once a table is inserted, MS Word by default shows various table style templates for the user to choose.
- A table in MS Word can be edited viz. inserting and deleting rows/columns, Changing row height and column width in a table.
- The height of the rows and the width of the columns can be changed in a table, using (▼) or (▲) button from cell size area, present in the ribbon.
- Table can be presented in an attractive manner by adding borders and shading.
- Merging cells means combining more than one cell into a single cell. { Sub-I
- Splitting cells is the reverse of merging cells. (3)
- The resizing of a table means decreasing or increasing the table size proportionately.
- An alignment defines the position of data/text placed within the boundary of a cell.
- The texts can be aligned in four different ways viz. left, right, center, justify.

Students' Notes

EXERCISES

Objective

I. Choose the correct option:

1. Editing a table means
 - (a) Copying a table
 - (b) Moving a table
 - ☒ (c) Updating a table
 - (d) Creating a table
- B-1 2. Which of the following is the correct term used for combining two or more rows or columns?
 - (a) Joining
 - (b) Adding
 - ☒ (c) Merging
 - (d) Splitting
3. Due to which of the following a table is created?
 - (a) Union of rows and columns
 - ☒ (b) Intersection of rows and columns
 - (c) Concatenation of rows and columns
 - (d) None of these
4. Which of the following buttons is clicked under insert tab of the ribbon to insert a table?
 - (a) Format
 - (b) Layout
 - ☒ (c) Table
 - (d) Design
5. Which of the following buttons is clicked from 'Table Tools' to change the row height of the selected table?
 - (a) View
 - ☒ (b) Layout
 - (c) Insert
 - (d) Design

II. State whether the following statements are True/False:

1. We can insert a row but not a column in a table. F
2. We can delete a table along with its contents. T
3. By dragging the two-headed arrow sideways, the column width can be increased or decreased. T
4. Merging cells is the same as splitting cells. F
5. We can delete columns as well as rows in a table. T
6. A cell is the smallest unit of a table which is formed using rows and columns. T

- B-1 7. Press Ctrl + Y to cancel the previous action taken in the document. F
8. The alignment means the position of data/text placed within the boundary of a cell. T

III. Fill in the blanks:

1. Table is defined as a grid of rows and columns.
2. The 'Layout' tab for a table ribbon is available on the under the Table Tools option.
3. A table is inserted in a document with respect to the position of the cursor.

4. Rows state information that is represented horizontally in a table.
- B-3 5. The lines that mark the cell boundaries are called gridlines.
6. Click Insert tab to create a table in the document.
7. Resizing of a table means increasing or decreasing the table size in the document.
8. You can also insert pictures/images in a table along with texts.

IV. Name the following:

- B-3 1. Two basic components of a table
 - (a) Row
 - (b) columns
2. Three types of alignment
 - (a) Left a
 - (b) Center ali
 - (c) Right ali
3. Three different tasks while editing tables
 - (a) Inserting row/column
 - (b) Merging/splitting cell
 - (c) Resizing/Deleting tables
4. Three different options of adding border to a table
 - (a) Top Border
 - (b) Bottom Border
 - (c) All Borders

V. Name the shortcut keys for the following tasks:

1. Align text left: Ctrl + L
2. Highlight the text: Ctrl + A or Shift + Arrow key
3. Jusify: Ctrl + J
4. To open a new document: Ctrl + N
5. Center alignment: Ctrl + E
6. Align text right: Ctrl + R

VI. Assertion and Reason based questions:

1. Solved

Assertion (A): Tables help us organise data in Word document. The table is like a matrix with different rows and columns.

Reason (R): As MS Word is only responsible for carrying out mathematical operations on numbers, use of tables assist the user in solving mathematical problems.

Based on the above discussion, choose an appropriate statement from the options given below:

- (a) Both A and R are true and R is the correct explanation of A.
- (b) Both A and R are true and R is not the correct explanation of A.
- (c) A is true but R is false.
- (d) A is false but R is true.
- (e) Both A and R are false.

Ans. (c) A is true but R is false.

2. Unsolved

Assertion (A): The number of cells (rows and columns) can be altered for storing more data in a table.

Reason (R): MS Word requires the user to fix the number of rows and columns in a

table while creating it. To change the number of cells, the user has to delete the existing table and create a new one.

Based on the above discussion, choose an appropriate statement from the options given below:

- (a) Both A and R are true and R is the correct explanation of A.
- (b) Both A and R are true and R is not the correct explanation of A.
- (c) A is true but R is false.
- ✓(d) A is false but R is true.
- (e) Both A and R are false.

VII. Case Study based questions:

Solved

1. A drawing competition was organised in a school for different age groups on Children's Day. Aman asked for some help from his class teacher. The class teacher asked Aman to prepare a table for the competition using various features such as splitting, merging, text alignment, shading, etc. as shown below:

Drawing Competition				
		Group		
Sl. No.	Name of the participants	A	B	C
1.				
2.				

He has some confusion in designing the above table correctly. Help him by answering the following questions:

- (a) What is the term used to divide a cell into the number of cells?
 - (i) merging (ii) combining (iii) splitting (iv) piercing
- (b) Which of the following shortcut keys will you select to center align the contents in the table?
 - (i) Ctrl + C (ii) Ctrl + D (iii) Ctrl + E (iv) Ctrl + F
- (c) Which of the following tabs will you select to merge the selected cells?
 - (i) Home (ii) Design (iii) Insert (iv) Layout
- (d) Which of the following options under 'Design' tab will you use to apply colour in the table?
 - (i) Shading (ii) Home (iii) Color (iv) Custom

Ans. (a) (iii) splitting (b) (iii) Ctrl + E (c) (iv) Layout (d) (i) Shading

2. Eshita had created a table containing details of her friends such as name, contact number, DOB, etc. Now, she wants to modify the table by adding and erasing one or more rows and columns. Unfortunately, she has forgotten some of the commands required to perform these tasks. Help her to update the table by answering the following questions:
 - (a) Name a command to erase a row from the table.
 - (b) Name a command to add a row into the table.
 - (c) Name a command to add a column into the table.
 - (d) Name a command to erase the entire table from the document, if she wants to create a new table.

Ans. (a) Delete Rows
(c) Insert columns

(b) Insert Rows
(d) Delete Table

Unsolved

1. While working in MS Word, using the mouse for selecting different options can sometimes be quite cumbersome. Hence, it would be helpful to know some of the shortcut keys that can be used for these operations such as UNDO, PRINT, OPEN, etc. so that one can work faster to perform such tasks. Write down the shortcut keys to perform the following:

- (a) To cancel previous action. *ctrl+z*
- (b) To print the document. *ctrl+p*
- (c) To open an existing document. *ctrl+o*
- (d) To align the text from either side of the margins. *ctrl+j*

Subjective

I. Define the following:

- p-57* 1. Cell:
- p-57* 2. Resizing a table:
- p-57* 3. Merging and splitting of cells:
- p-57* 4. Cell alignment:

II. Write all the steps to perform the following tasks:

- 1. Creating a table *P-44*
- 2. Deleting a column in a table *P-47-48*
- 3. Inserting a row in a table *P-46-47*
- 4. Merging cells in a table *P-53-54*
- 5. Changing the row height in a table *P-48-49*
- 6. Adding borders to a table *P-50-51*

In the Computer Lab

1. Prepare a table that comprises the marks of the first ten rank holders of your class. The sample format is shown as:

Rank	Name	Total
1	Komal Sinha	881/900
2	Chandan Kishore	876/900
3	Sumit Mittal	865/900
4	Arjun Sandilya	844/900

Now, perform the following tasks:

- (a) Heading of the table: Center align
- (b) All ranks: Center align
- (c) Reduce the column width of column 'Name'.
- (d) Increase the column width of column 'Total'.

Activities

Group Activity & Discussion (Socially Useful Productive Work)

The teacher has assigned a Socially Useful Productive Work. So, you are making a project by creating a table that keeps the records of all the students helping 'Homeless People'. A sample table is given for your guidance. The fund collected through this project to hand over to a NGO.



S.No.	Names	School	Class	Amount
1.	Ashok Mitra	Little Angels	VIII	₹ 1870/-
2.	Deepak Dayal	Central Public	IX	₹ 1285/-
3.	Suman Gulati	Arya Model	VIII	₹ 1450/-
4.	Prakhar Mittal	Little Star	X	₹ 1550/-

Now, make a group discussion to justify the usefulness of this noble assignment through which you are helping the society.