

# Tables with MS Word 2013

# LESSON OUTCOMES

#### After this lesson, students will be able to:

- » Define tables in a document.
- » Label parts of a table such as rows, columns, and cells.
- » Insert a table using the grid method.
- » Insert a table using the Insert Table command.
- » Insert a table using the Draw Table command.
- » Move, resize a table.
- » Change row height and column width of a table.
- » Add/delete cells, rows and columns.
- » Merge cells.
- » Apply quick styles to a table.
- » Delete a table.

# WARM UP

- » Tabulate the given data:
  - (a) Jai, Raj and Priya study in the same class.
  - (b) In English, they have scored 45, 56, and 34, respectively.
  - (c) In both Maths and Hindi, Raj has scored 100.
  - (d) Jai and Priya have scored 78 and 82, respectively in Hindi.

(e) In Maths, Jai and Priya have scored 85 each.

#### Ans.

	English	Hindi	Maths
Jai	45	78	85
Raj	56	100	100
Priya	34	82	85

## **CHAPTER NOTES**

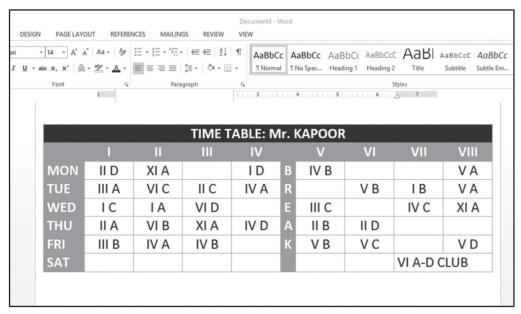
- » A table is a grid of cells arranged in the form of rows and columns.
- » Tables are useful for various tasks such as presenting textual information and numerical data.
- » In MS Word, you can create a blank table, convert text to a table and apply a variety of styles and formats to existing tables.
- » A table is made up of horizontal rows and vertical columns.
- » An intersection of a row and a column is called a cell.
- You can insert a table of up to 10 × 8 cells, that is, a table containing 10 columns and 8 rows.
- » Microsoft Word 2013 lets you draw your own table using the mouse or by tapping the screen.
- » It is easy to modify the look and feel of a table after adding it to the document. MS Word includes different options for customising a table, including adding rows or columns and changing the table style.
- » In MS Word the rows and columns can be easily resized to let the text fit in properly into these rows and columns.
- » With MS Word you can combine or merge two or more cells in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

#### **DEMONSTRATION**

- » Insert a table using the grid method.
- » Insert a table using the Insert Table command.
- » Insert a table using the Draw Table command.
- » Move, resize a table.
- » Change the row height and the column width of a table.
- » Add/delete cells, rows and columns.
- » Merge cells.
- » Apply quick styles to a table.
- » Delete a table.

## LAB ACTIVITIES

» Create a time table using tables as shown below.



## **ASSESSMENT**

# Teacher can assess students on the basis of the following questions:

- 1. What is a table made up of?
- 2. What is the difference between inserting and drawing a table?
- 3. Why do we need to merge cells in a table?
- 4. Name the different ways to modify a table.
- 5. Write the steps to insert a row/column in a table.

## SUGGESTED CLASS ACTIVITIES

#### A. Name in one word:

- Intersection of a row and a column.
- 2. A grid of cells arranged in rows and columns.
- 3. Command that automatically resizes a table to fit into a document.
- 4. To combine two or more cells in the same row or column into a single cell.
- 5. Option to divide cells into multiple parts.

#### B. Find the following words in the word grid given below.

COLUMN TABLE CELL INSERT AUTOFIT MERGE ROW ALIGNMENT

D	J	В	K	I	N	S	Е	R	Т
Α	В	G	M	K	J	Н	G	W	Q
L	S	Т	Р	R	0	W	N	R	V
	G	Α	Т	С	С	S	Χ	0	Α
G	K	U	N	Н	0	G	V	W	R
N	Υ	Т	Α	В	L	Е	Α	Х	Z
M	D	0	Р	L	U	Т	R	F	D
Е	L	F	J	Υ	М	Е	R	G	Е
N	X	I	Α	Q	N	Е	D	S	W
Т	С	Т	0	Р	G	С	Е	L	L