Tables with MS Word 2013

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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.

TIME TABLE: Mr. KAPOOR									
	I	II	III	IV		V	VI	VII	VIII
MON	II D	XI A		I D	B	IV B			V A
TUE	III A	VI C	II C	IV A	R		V B	I B	V A
WED	I C	I A	VI D		E	III C		IV C	XI A
THU	II A	VI B	XI A	IV D	A	II B	II D		
FRI	III B	IV A	IV B		K	V B	V C		V D
SAT								VI A-D CLUB	

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.