

NIELIT Gorakhpur

Course Name: O Level (1st Sem)

Subject: ITTNB

Topic: Tables

Date: 14-05-2020

Libreoffice [Writer]

Table:-

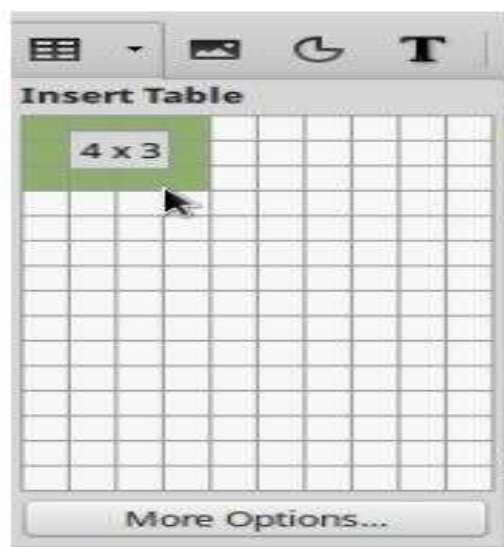
A table consists of **rows** and **columns**. Usually the first row contains a header with the names of the columns. Each row or column contains **cells** where we insert the table data (text or graphics). Tables are a useful way to organize and present large amounts of information, for example:

- Technical, financial, or statistical reports.
- Product catalogs showing prices and characteristics.
- Lists of names with address and other information.

Creating Tables

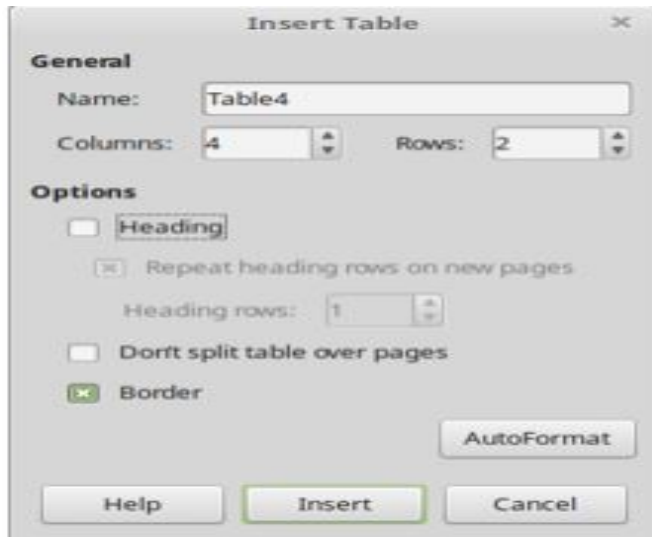
1-Quick insert

- To insert a new table, position the cursor where user want the table to appear.
- Click the Insert Table icon on the Standard toolbar.
- Select the number of rows and columns you require.



2-Using the Insert Table Dialog

If user click on the More Options button you can specify more properties for the new table.



Heading:-Select this option if the first row of the table contains the named of the columns and not actual data. This makes the first row to be a formatted as a heading

Repeat Heading Rows on new pages:- Makes the heading row to appear in every page if the table is large enough.

Don't split table over pages:- Prevents the table from spanning more than one page.

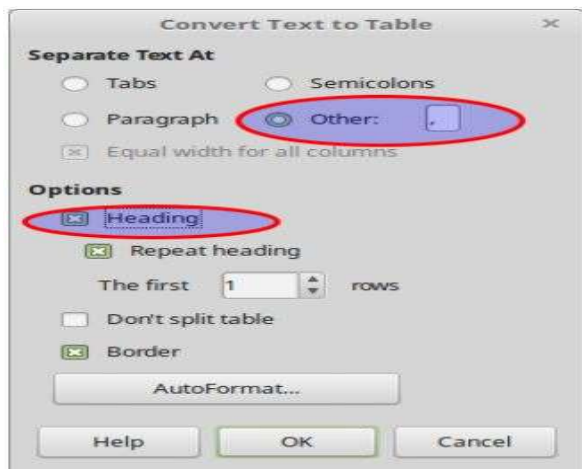
Border:- Surrounds each cell of the table with a border.

3-Create a table from formatted text

Select the text and choose the Table > Covert > Text to Table menu command.







When the Convert Text to Table dialog appears we set commas as separator






Formatting the layout normally involves one or more of the following operations:

Insert rows and columns:- To insert rows and columns, use the corresponding buttons on the Table toolbar. First place the cursor in a cell and then select one of the following commands.

	insert row above
	insert row below
	insert column left
	insert column right

Delete table, rows and columns:-To delete rows and columns or the whole table, use the corresponding buttons on the Table toolbar. First place the cursor on a row or column column you want to delete, and then select one of the following functions.


	delete row
	delete column
	delete table

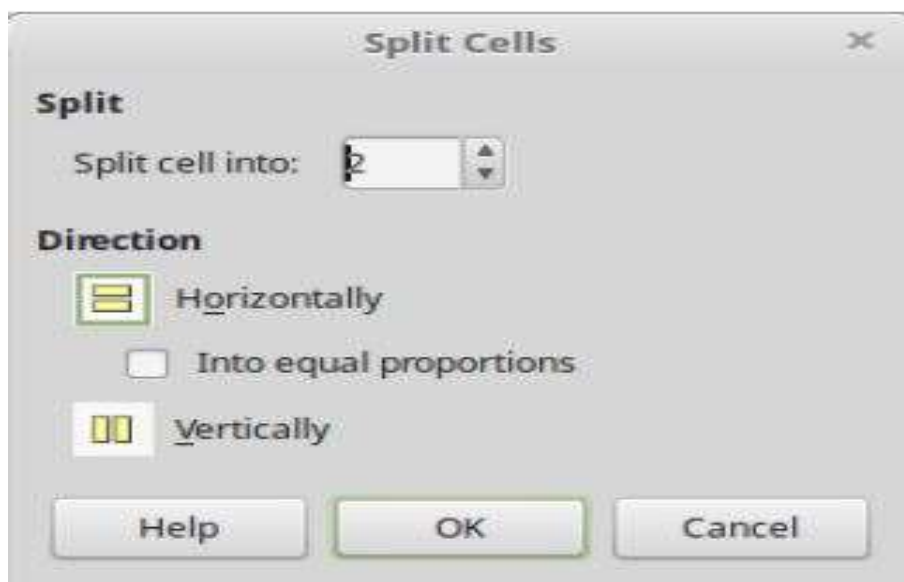
Splitting a table

To split a table in two, click inside the first row of the second table and click the **Split Table** button from the Table toolbar

Splitting and merging cells

The split and merge tools allow us to create more complex table layouts.

To split, first select a cell and then click on the split  cell button. In the dialog choose the number of cells to split into and direction. The horizontal direction will divide the cell into rows, while the vertical in columns.



Assignment:-

- 1-What is table in LibreOffice writer and write application of table?
- 2-Write steps of Delete table, rows and columns and Splitting and merging cells.