

Course Name: O Level (1<sup>st</sup> Sem)

Subject: ITTNB

Topic: Word Processing: Writer (Part 10)

Date: 21-04-20

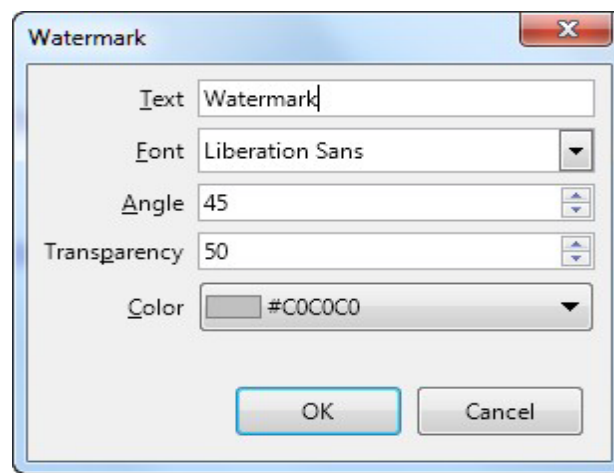
## **Adding a custom watermark to the page background:**

The watermark will automatically become part of the page style where it is inserted and all other pages of the same style will have the watermark. Pages with different or no watermarks need different Page Styles for those pages.

To add a watermark to a page background:

1) Choose **Format > Watermark**.

2) In the Watermark dialog, type the text and select the font, angle, transparency and color of the watermark. Then click the **OK** button.



## **Inserting Tables:**

**Tables** are collection of rows and columns. The intersection points of a rows and columns are called cells where we actually enter the data. There are two ways to insert a table: through the **Standard toolbar** or through the **Table menu**.

### **Through standard toolbar:**

The icon in the **Standard toolbar** (at the top of window, just below the menu bar) that looks like a table has a drop-down arrow that when we click it shows a grid that allows us to quickly and easily select the number of rows and columns.



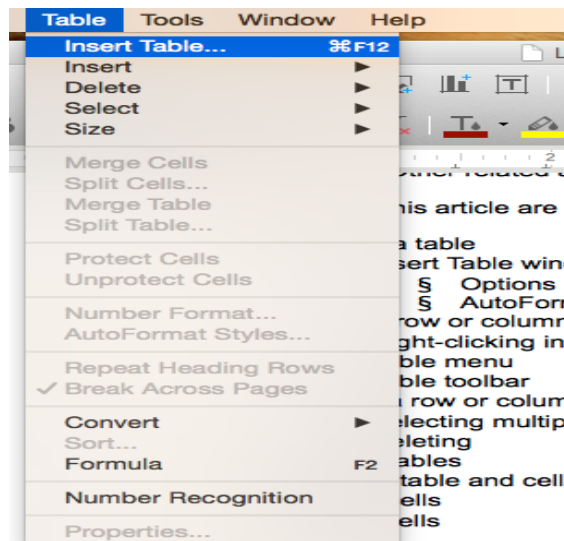
1. Click on the icon in the Standard toolbar.
2. When the grid appears, move the cursor right and down over it until the desired number of columns and rows are set. The grid allows us to set up to **10** columns and **15** rows.

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3. Click the left mouse button to insert the table in the document. It will be placed where the cursor is located.

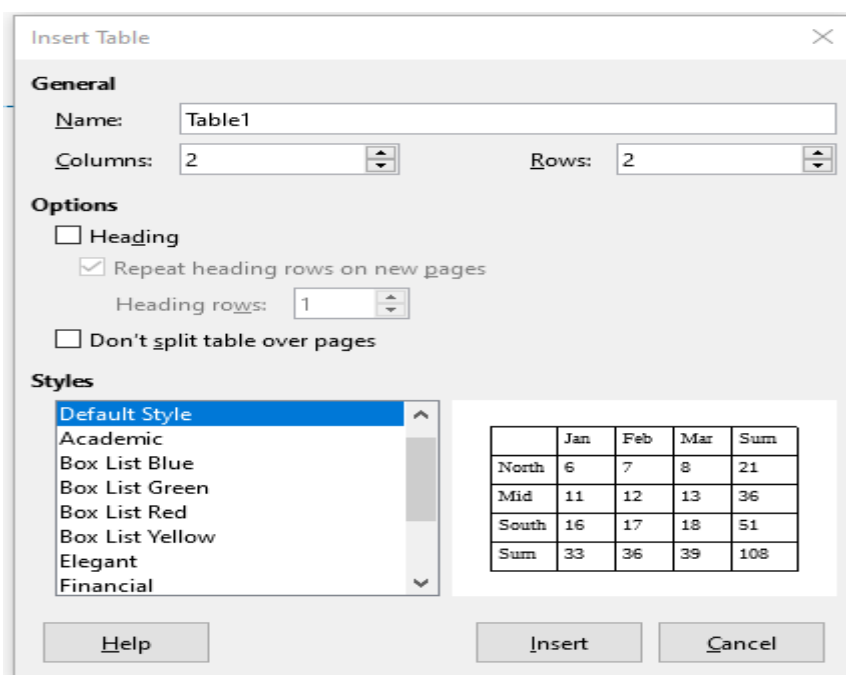
## Through the Table menu:

The **Table** menu has an **Insert Table...** option that opens an Insert Table window, where we can give the table a name, set the number of columns, and set the number of rows.



## Insert Table window:

The **Name** field in the Insert Table window is a text box that has the word “Table” followed by a number. The number depends on which table we are creating in our document. If it is the first table, it will be called “Table1;” if it is the second table, it will be called “Table2;” etc.



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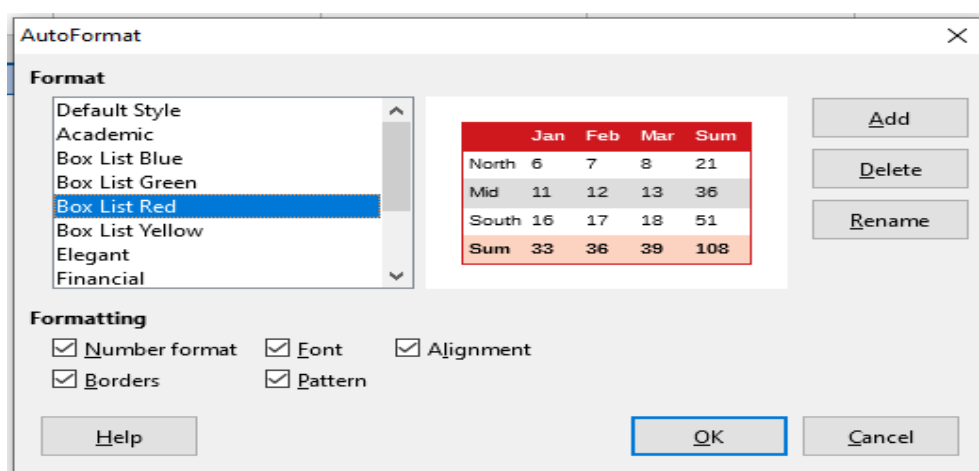
We can rename a table whatever we want. Simply click on the “Table#” text and type in a desired name. The Columns and Rows fields are text boxes with up and down arrow buttons to the right of them. Either click the number in the Rows or Columns text box and type in the desired number or click the up or down arrow buttons on either one to adjust the number by 1. The default for both boxes is 2.

**Options:** This section of the window contains several check boxes:

- **Heading:** A check in this box makes at least the first row a heading row with a heading style. For example the text may be bold, centred and the cells have a different background colour. They would be in a style that distinguishes them from other rows in the table.
- **Repeat heading rows on new pages:** A check in this box means the heading rows would be the first rows on the part of a table that spills over to subsequent pages. This check box requires that a check be placed in the Heading check box before it is active. Once there is a check in this box, the associated text box becomes active as well. This allows us to enter how many heading rows we want. We can either click on the number and then type in the desired number or click the up and down arrow buttons to increase or decrease the number by one per click.
- **Don't split table over pages:** Putting a check in this box means that a table that is being inserted near the bottom of a page, and would be too long to fit entirely on that page, would be moved to the next page, rather than exist on two pages. This will not work on tables that are so long that they take up more than one full page.
- **Styles:** Under this list we can select a specific style that we want to apply in our table. If not selected then the default style will be applied. The layout for specific style shows at the right side of the window.

## Formatting a table:

Tables in a Writer document can have a predefined set of formatting attributes applied, including cell background, font, emphasis, and number formatting. To apply table styles, position the cursor in the table to be formatted and choose **Table > AutoFormat** Styles in the main menu and select a style from the dialog that appears. Or, alternatively, position the cursor in the table to be formatted and double click on a style listed in the **Table Styles** tab of the **Styles** menu or the sidebar.



## **Assignments:**

- A. What is Watermark? How can you insert watermark in your document?
- B. How can you insert table in your document? How can you apply formatting in your table?