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

Subject: ITTNB

## Topic: Word Processing: Writer (Part 11) [Table contd...]

Date: 22-04-20

### Adding a column or row:

1. Right click in a cell of the table that is in the row or column wish to add to.



- A column can be inserted to the left or right of where the cursor is located.
- A row can be inserted above or below the row where the cursor is located.
- 2. Highlight the Insert sub-menu in the right-click menu. The choices are:
  - **Rows Above**: It inserts a row above from where the cursor is located in the table.
  - Rows Below: It inserts a row below from where the cursor is located in the table.
  - Rows: Clicking this opens an Insert Rows window. It has a text box with up and down arrow buttons that allows setting how many rows are to be inserted. In the Position field, choose whether the rows to be inserted before (above) or after (below) the row where the cursor is located. Click the OK button.

Insert Rows							
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Number: 1							
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Help OK Cancel							

- **Columns Left:** It inserts a column at left side from where the cursor is located in the table.
- **Columns Right:** It inserts a column at right side from where the cursor is located in the table.
- Columns: Clicking this opens an Insert Columns window. It has a text box with up and down arrow buttons that allows setting how many columns are to be inserted. In the Position field, choose whether the columns to be inserted before (left) or after (right) the row where the cursor is located. Click the OK button.

Insert Columns								
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#### **By using Table Menu:**

Another way to add columns and rows is through the Table menu. The menu has the same Insert sub-menu as the right-click menu.

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#### **By using Table toolbar:**

The Table toolbar also has several icons for adding columns and rows such as Rows Above, Rows Below, Columns Before, Columns After etc. It appears automatically when we click on a table or select the table. (If not appears automatically then go to **View** menu then highlight the **Toolbars** sub-menu and then click on **Table** from that menu.) Simply click one of these icons to add a row or column.

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# Assignments:

- A. What are the possible ways to add rows and columns in the existing table?
- B. Write the steps to add two new columns at the right side of existing columns in a table by using Table menu option.