

Course Name: O Level (1st Sem)

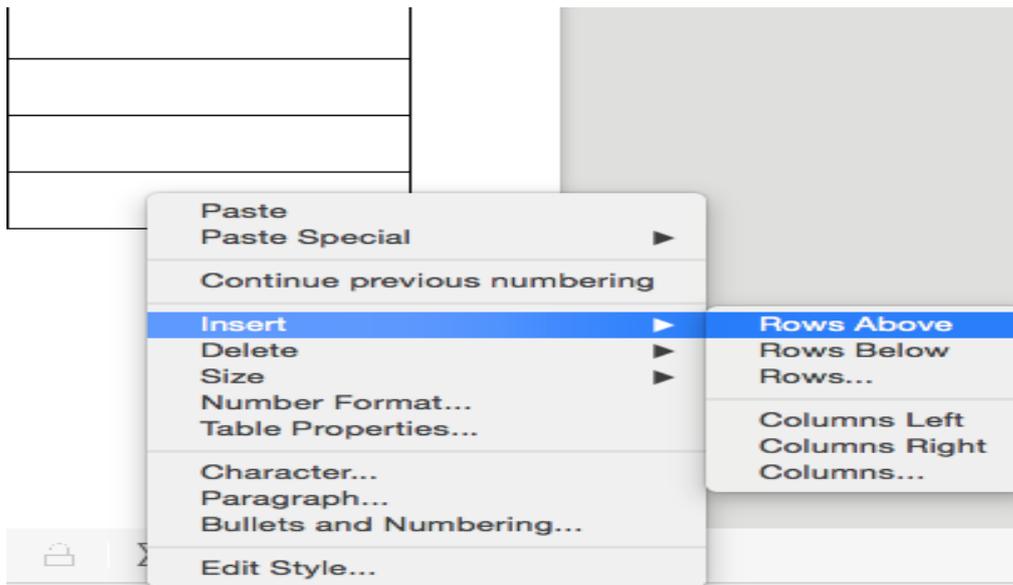
Subject: ITTNB

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

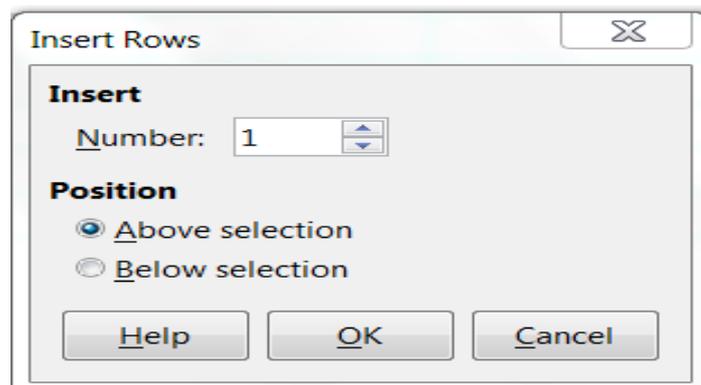
Date: 22-04-20

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.

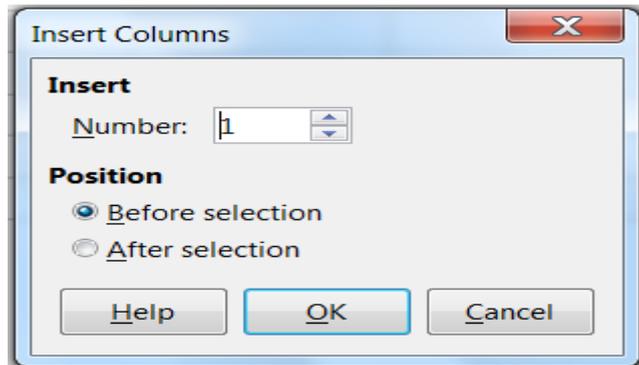


- A column can be inserted to the left or right of where the cursor is located.
 - A row can be inserted above or below the row where the cursor is located.
2. Highlight the Insert sub-menu in the right-click menu. The choices are:
 - **Rows Above:** It inserts a row above from where the cursor is located 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.



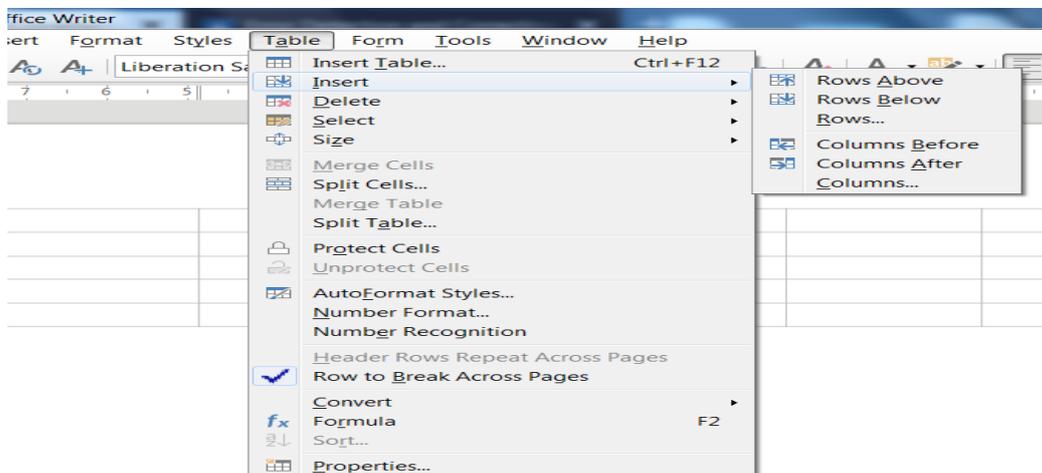
NIELIT Gorakhpur

- **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.



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.



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.



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.