

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

Subject: ITTNB

Topic: Word Processing: Writer (Part 12)  
**[Table contd...]**

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## **Deleting row or column:**

If cursor is in only one cell, we can only delete one row or column at a time. We can delete multiple rows and columns by selecting multiple rows or columns.

(We can delete rows or columns by using the similar process as we do for inserting rows or columns.)

## **Selecting multiple rows and columns:**

### **To select multiple rows:**

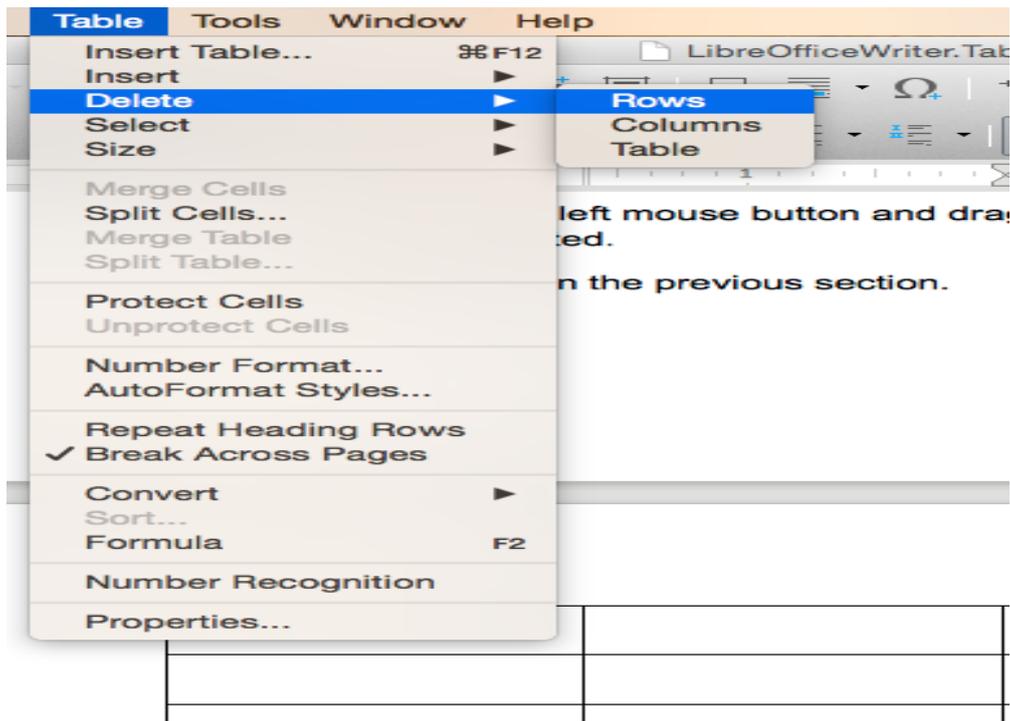
1. Place the cursor in the top, left cell of the top row that you want to delete.
2. Hold down the left mouse button and drag the mouse to the right until all the desired rows are selected.

### **To select multiple columns:**

1. Place the cursor in the top cell of the left column that wish to delete.
2. Hold down the left mouse button and drag the mouse until all the desired columns are selected.

## **Deleting rows or columns:**

1. If we only want one row or column deleted, click in a cell that is in the row or column we wish to delete. If we want more than one column or row deleted, select the multiple rows and columns.
2. Do one of the following:
  - Click the right button on the mouse and choose either **Rows** or **Columns** to delete or
  - Click the **Table** menu and choose either **Rows** or **Columns** to delete or
  - Click one of the icons in the Table toolbar:
    - Delete Rows
    - Delete Columns



## Deleting tables:

1. Click on or select a desired table
2. Perform one of the following:
  - Click the right button on the mouse and choose **Table** option to delete or
  - Click the Table menu and choose **Table** option to delete or
  - Click the Delete Table icon in the Table toolbar.

## Assignments:

- A. What are the possible ways to delete rows and columns in the existing table?
- B. Write the steps to delete two columns and then one row in a table by using Table menu option.