Course Name: O Level (1st Sem) Subject: ITTNB

Topic: Word Processing: Writer (Part 13) Date: 24-04-20
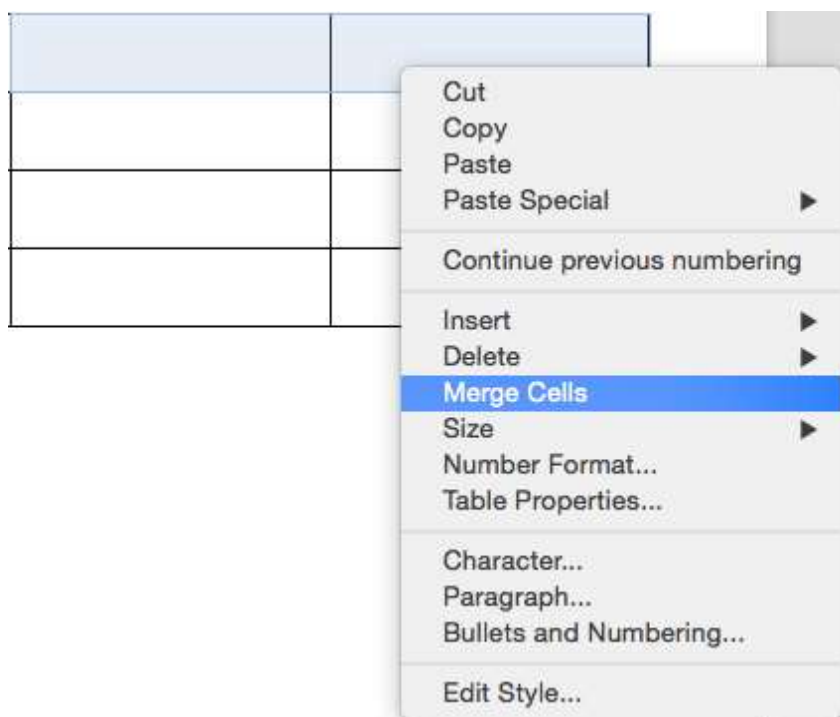**[Table contd...]**

Merging cells:

Sometimes our data may need a table that doesn't have the same number of cells in each row and column. Writer has merging functions to combine cells by changing the layout of a table.

First highlight the cells that want to merge and right click from the mouse.

To select multiple cells:

1. Place the cursor in the top cell of the left column.

2. Hold down the left mouse button and drag the mouse until all the desired cells are selected.

3. Then use one of the following methods to merge the cells:

    o   Right-click over the highlighted cells, then click the Merge Cells item in the menu

    o   Click the Table menu, then click Merge Cells item in the menu.

    o   Click the Merge Cells icon in the Table toolbar.

Text in the individual cells will be place in the newly formed cell, and their alignment (left, center, or right) will remain the same as it was in the individual cells.

<u>Splitting cells:</u>

There are other times when we need to do the opposite of merging cells. We need to make some of the cells into smaller units.

In this case, splitting cells allows us to split one cell at a time or select multiple cells and split them.

1. Place your cursor in the cell that wants to split.

2. Then do one of the following:

   o Click the Split Cells in the Table toolbar.

   o Click the Table menu, and then click the Split Cells item.

3. This opens the Split Cells window.

   o Set how many cells want to split the cells into. Either type the number of cells, in Split cells into text box, or use the up and down arrow buttons.

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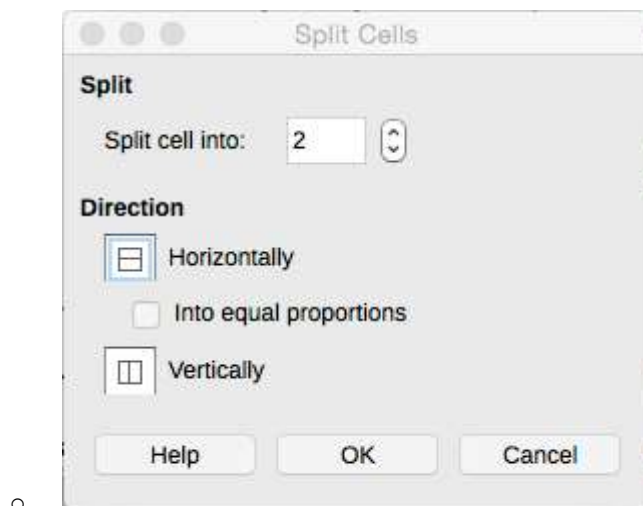
   o In the Direction section, select either Horizontally or Vertically. If we choose Horizontally, select the check box 'Into equal proportions' if we want the new cells to be of equal height.

   o Click the OK button.

   All of the text will remain in the original cell.

If we want to split more than one cell, perform the following steps:

1. Place the cursor in the top, left cell of the top row.

2. Hold down the left mouse button and drag the mouse to the right until all the desired rows are selected.

3. Use the steps in the previous section.

Assignments:

A. What are the possible ways to merge and split a cell in the existing table?

B. Write the steps to merge two cells as a single cell and also split a cell into three cells.