Course Name : O Level(B3,B4-Ist sem.)   Subject : ITT&NB
Topic : Table   Date   : 29-06-20

Tables

Tables are a useful way to organize and present large amounts of information. A table consists of **rows** and **columns**. Usually the first row contains a header with the names of the columns. Each row or column contains **cells** where we insert the table data (text or graphics). A row is a horizontal series of **cells**, while a column is a vertical series.

There are several ways to create a table in a text document. You can insert a table from a toolbar, through a menu command, or from a spreadsheet.

To Insert a Table from a Toolbar

1. To insert a new table, position the cursor where you want the table to appear.
2. Click the Insert Table icon on the Standard toolbar.
3. In the table grid, drag to select the numbers of rows and columns that we want, and then release.
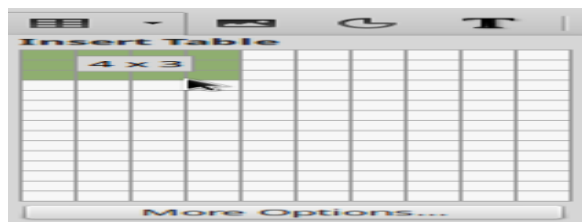
To Insert a Table with a Menu Command

1. Place the cursor in your document where you want to insert the table.
2. Choose Table ->Insert ->Table.
3. In the Size area, enter the number of rows and columns.
4. Select the options that you want, click OK.

If you click on the More Options button you can specify more properties for the new table
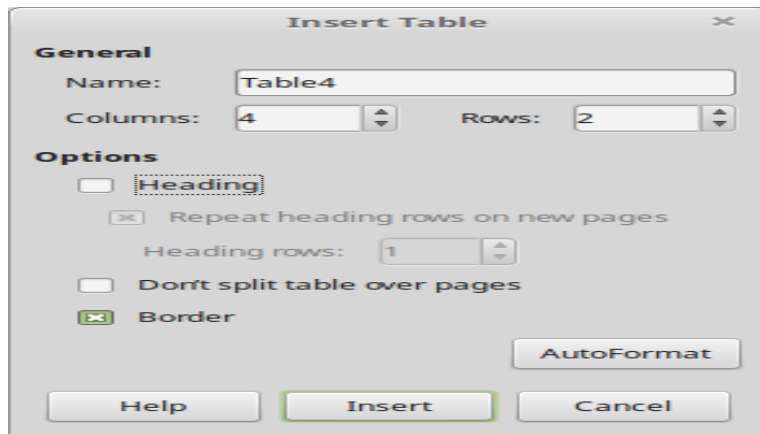
Table layout formatting

There is two-step process for formatting a table:

1. Formatting of the table layout.
2. Formatting of the table text.

Following operations can be performed on formatting the table layout:

- Inserting and deleting rows and columns.
- Merging and splitting individual cells.
- Adjusting sizes of rows and columns.
- Adjusting the size of the table and its position on the page.

Insert rows and columns

To insert rows and columns, use the corresponding buttons on the Table toolbar. First place the cursor in a cell and then select one of the following commands.
Insert row above, insert row below, insert column left, and insert column right.

Delete table, rows and columns

To delete rows and columns or the whole table, use the corresponding buttons on the Table toolbar. First place the cursor on a row or column, you want to delete, and then select one of the following functions.

Delete row, delete column and delete table.

Selections inside a table

You can select a cell, a group of cells, a row, a column or the whole table using the standard mouse clicks and drag technique.

- To quickly select a row or a column place the mouse pointer just outside the row or column and click.
- To quickly select a cell click the button on the Table toolbar.
- To quickly select all table cells, click the select table button.

Merging and splitting tables

A whole table can be split into two tables, and two tables can be merged into a single table. Tables are split only horizontally (the rows above the split point are put into one table, and the rows below into another).

To split a table:

1. Place the cursor in a cell which will be in the top row of the second table after the split (the table splits immediately above the cursor).
2. Right-click and select Split Table in the pop-up menu. You can also use Table > Split Table from the menu bar.
3. A Split Table dialog box will pop up regarding the heading. You can select No heading or an alternative formatting for the heading—the top row(s) of the new table.

The table is then split into two tables separated by a blank paragraph.

To merge two tables:

1. Delete the blank paragraph between the tables. You must use the Delete key (not the Backspace key) to do this.
2. Select a cell in the second table.
3. Right-click and select Merge Tables in the pop-up menu. You can also use Table > Merge Table from the menu bar.

To split a table in two, click inside the first row of the second table and click the button from the Table toolbar

Splitting and merging cells

The split and merge tools allow us to create more complex table layouts.

To merge a group of cells into one cell:

- Select the cells to merge.
- Right-click and select Cell > Merge on the pop-up menu, or select Table > Merge Cells from the menu bar.

To split a cell into multiple cells:

1. Position the cursor inside the cell.
2. Right-click and select Cell > Split on the pop-up menu, or select Table > Split Cells from the menu bar.
3. Select how to split the cell. A cell can be split either horizontally (create more rows) or vertically (create more columns), and you can specify the number of new cells to create.
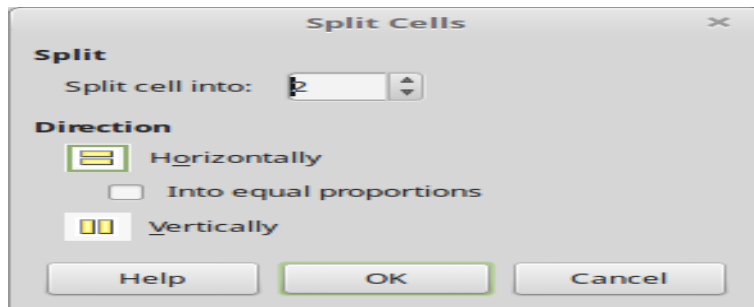
Resizing tables

Resizing row height and column width

To resize the height of a row or width of a column do one of the followings:

- Rest the mouse pointer over the column dividing line until the pointer becomes a separator icon, and then drags the line to a new location.
- Or Rest the mouse pointer over the column dividing line on the ruler until the pointer becomes a separator icon, and then drags the line to a new location.
- Or Place the cursor in a cell in the column, hold down the Alt key, and then press the left or the right arrow key.

Optimize row height or column width

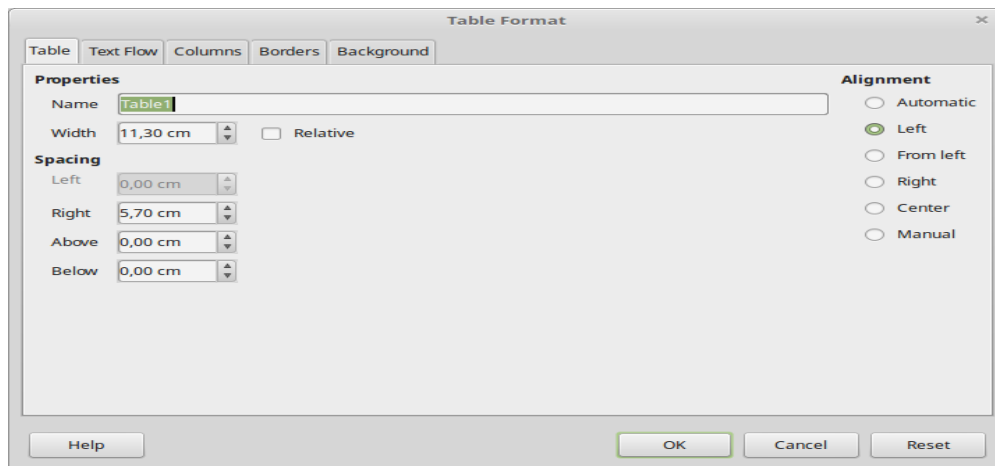### To change the width and height of a table, do one of the following:

- Click inside the table. In the rulers, drag the border between the white and the gray area to resize the table.
- Or Click inside the table. Choose Table - Table Properties to open a dialog and set the properties to the numbers.

Table alignment

Choosing table spacing and alignment

- You can specify how the table is aligned on the page and what space to leave around the table.

- Right-click anywhere in the table and select Table from the pop-up menu or select Table > Table Properties from the menu bar. On the Table Format dialog box, select the Table tab.

Table Format	✕

| Table | Text Flow | Columns | Borders | Background |

Properties

Alignment

Name: Table1

Width: 11,30 cm ☐ Relative

Spacing

Left: 0,00 cm

Right: 5,70 cm

Above: 0,00 cm

Below: 0,00 cm

○ Automatic
● Left
○ From left
○ Right
○ Center
○ Manual

Help   OK   Cancel   Reset

To vertically align a table

- Click on Table properties button to open the Table format window.
- In this window you can set the **alignment** (left, center, right, automatic). The default alignment is *automatic* which means that the table occupies the full width of the page. In the window you can also set the distance from the page borders (**spacing**) of the table.

Adding a caption

You can easily add a caption to any table. Writer will keep track of all your captioned tables, automatically number them, and update any links to them.

To add a caption to a table:

1. Place the cursor in the table.
2. Right-click and select Caption from the pop-up menu.
3. Enter the text for your caption, the numbering style, and separator.
4. Click OK.

Exercise:

Write short notes on followings on Table:

1. **Formatting of the table layout.**
2. **Formatting of the table text.**