



# **Computer sciences**

**Second Stage**

**First Semester**

**Lec 5**

**Microsoft Word**

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## Tables:

A table is a grid of cells arranged in rows and columns. Tables can be used to organize any type of content, whether you're working with text or numerical data. In Word, you can quickly insert a blank table or convert existing text to a table. You can also customize your table using different styles and layouts.

### To insert a blank table:

1. Place the insertion point where you want the table to appear.
2. Navigate to the Insert tab, then click the Table command.
3. This will open a drop-down menu that contains a grid. Hover over the grid to select the number of columns and rows you want.

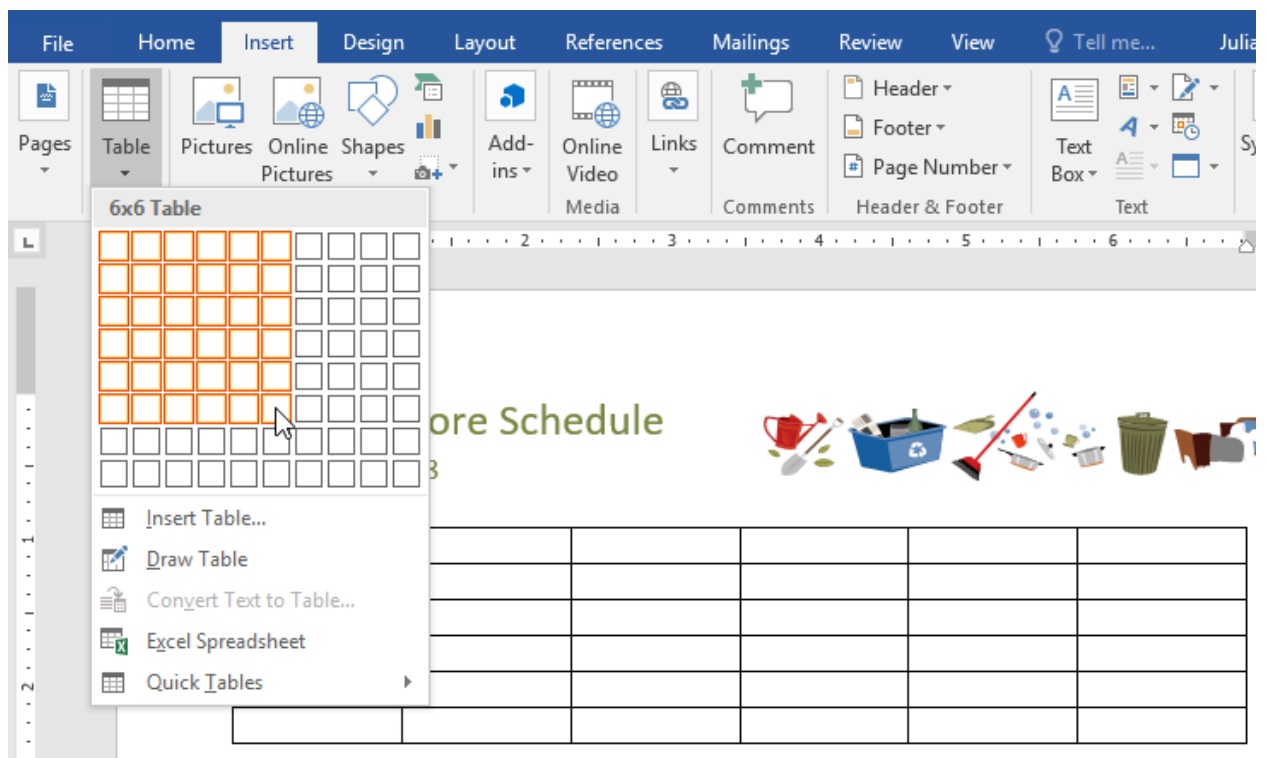


Figure 9 : table blank menu

4. Click the grid to confirm your selection, and a table will appear.
5. To enter text, place the insertion point in any cell, then begin typing.
  - To navigate between cells, use the Tab key or arrow keys on your keyboard. If the insertion point is in the last cell, pressing the Tab key will automatically create a new row.

## To convert existing text to a table:

In this example each line of text contains part of a checklist, including chores and days of the week. The items are separated by tabs. Word can convert this information into a table, using the tabs to separate the data into columns.

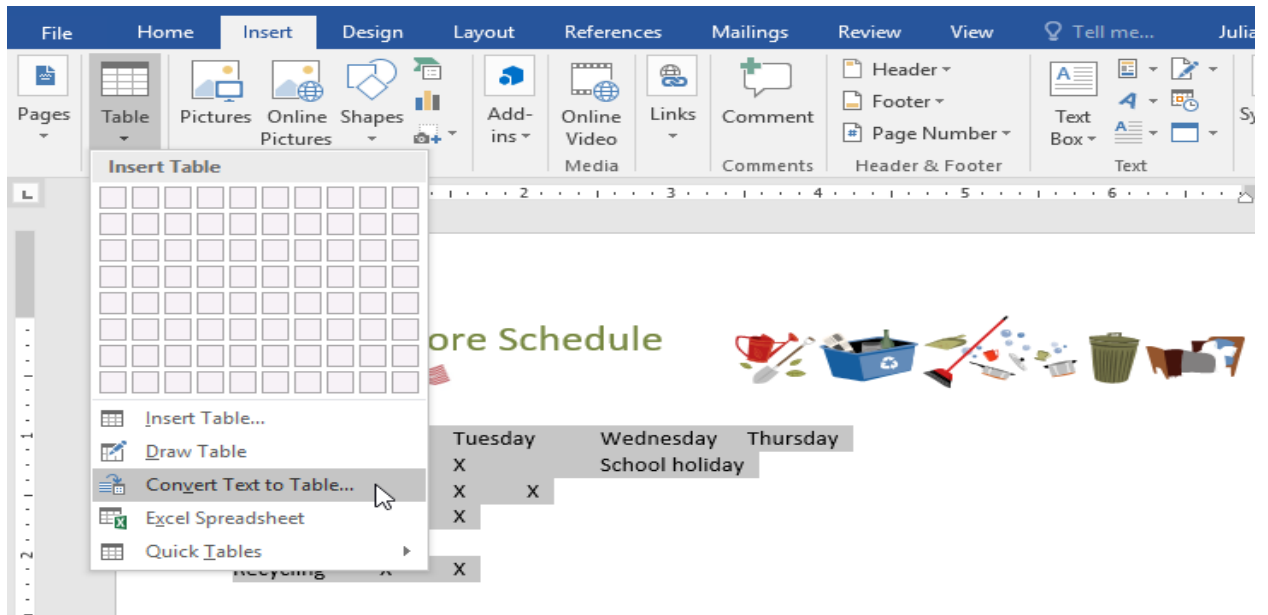
### Weekly Chore Schedule

July 1 – July 5 



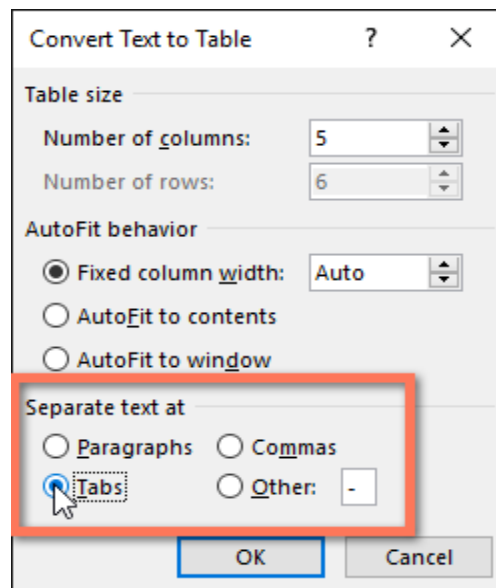
	Monday	Tuesday	Wednesday	Thursday
Homework	X	X	School holiday	
Feed fish	X	X	X	
Dishes	X	X	X	
Sweeping				
Recycling	X	X		

1. Select the text you want to convert to a table.
2. Go to the Insert tab, then click the Table command.
3. Select Convert Text to Table from the drop-down menu.



**Figure 10 : table convert menu**

4. A dialog box will appear. Choose one of the options under Separate text at. This is how Word knows what to put into each column.



**Figure 11 : table convert dialog**

5. Click OK. The text will appear in a table.

## Modifying tables:

You can easily change the appearance of your table once you've added one to your document. There are several options for customization, including adding rows or columns and changing the table style.

## To add a row or column:

Hover outside the table where you want to add a row or column. Click the plus sign that appears, a new row or column will be added to the table.

- You can also right-click the table, then hover over Insert to see various row and column options.

## To delete a row or column:

1. Place the insertion point in the row or column you want to delete.
2. Right-click, then select Delete Cells from the menu.
3. A dialog box will appear. Choose Delete entire row or Delete entire column, then click OK.
4. The row or column will be deleted.

## To apply a table style:

Table styles let you change the look and feel of your table instantly. They control several design elements, including color, borders, and fonts.

1. Click anywhere in your table to select it, then click the Design tab on the far right of the Ribbon.

2. Locate the Table Styles group, then click the More drop-down arrow to see the full list of styles.

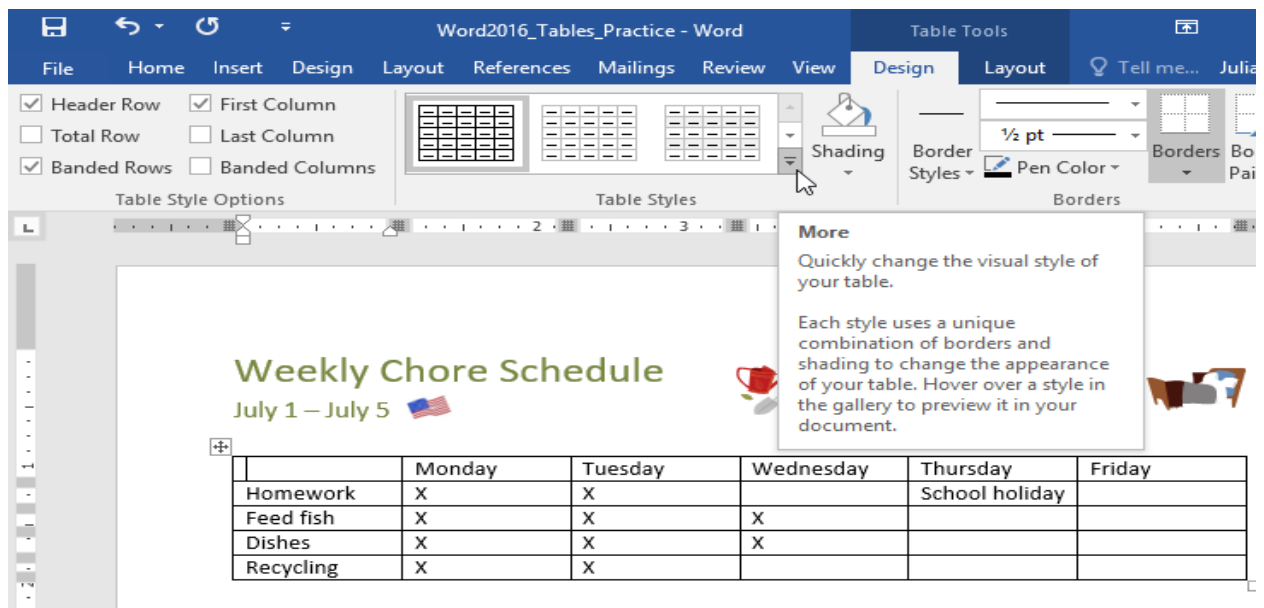


Figure 12 : table style more

3. Select the table style you want.
4. The table style will appear.

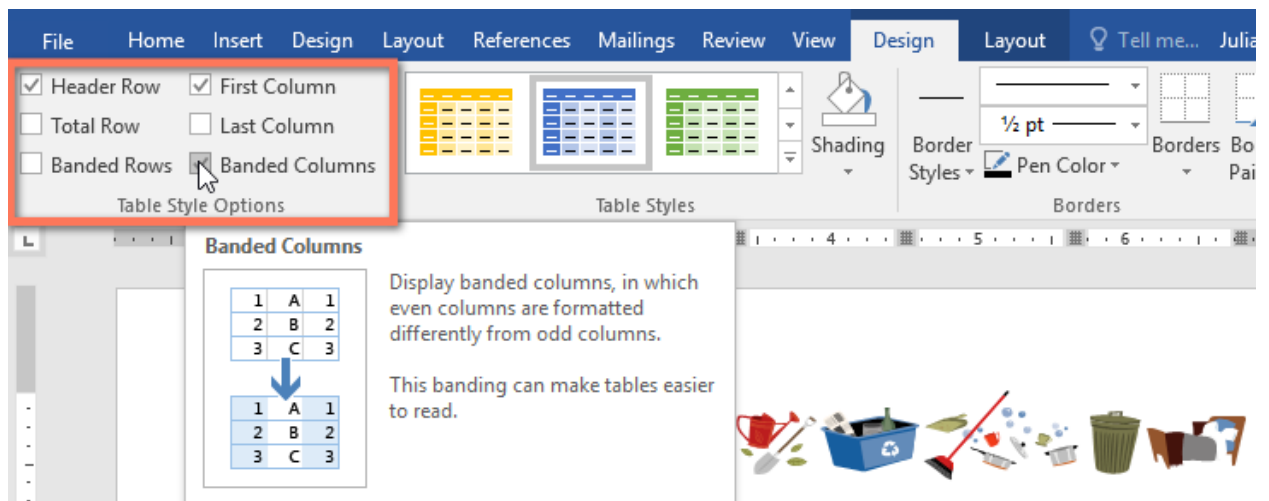


Figure 13 : table style result

## To modify table style options:

Once you've chosen a table style, you can turn various options on or off to change its appearance. There are six options: Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns.

1. Click anywhere in your table, then navigate to the Design tab.
2. Locate the Table Style Options group, then check or uncheck the desired options.

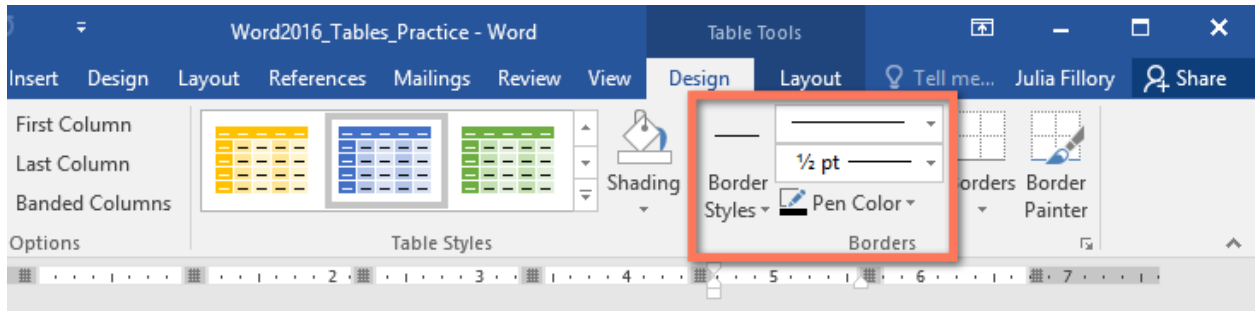


**Figure 14 : table modify options**

3. The table style will be modified.

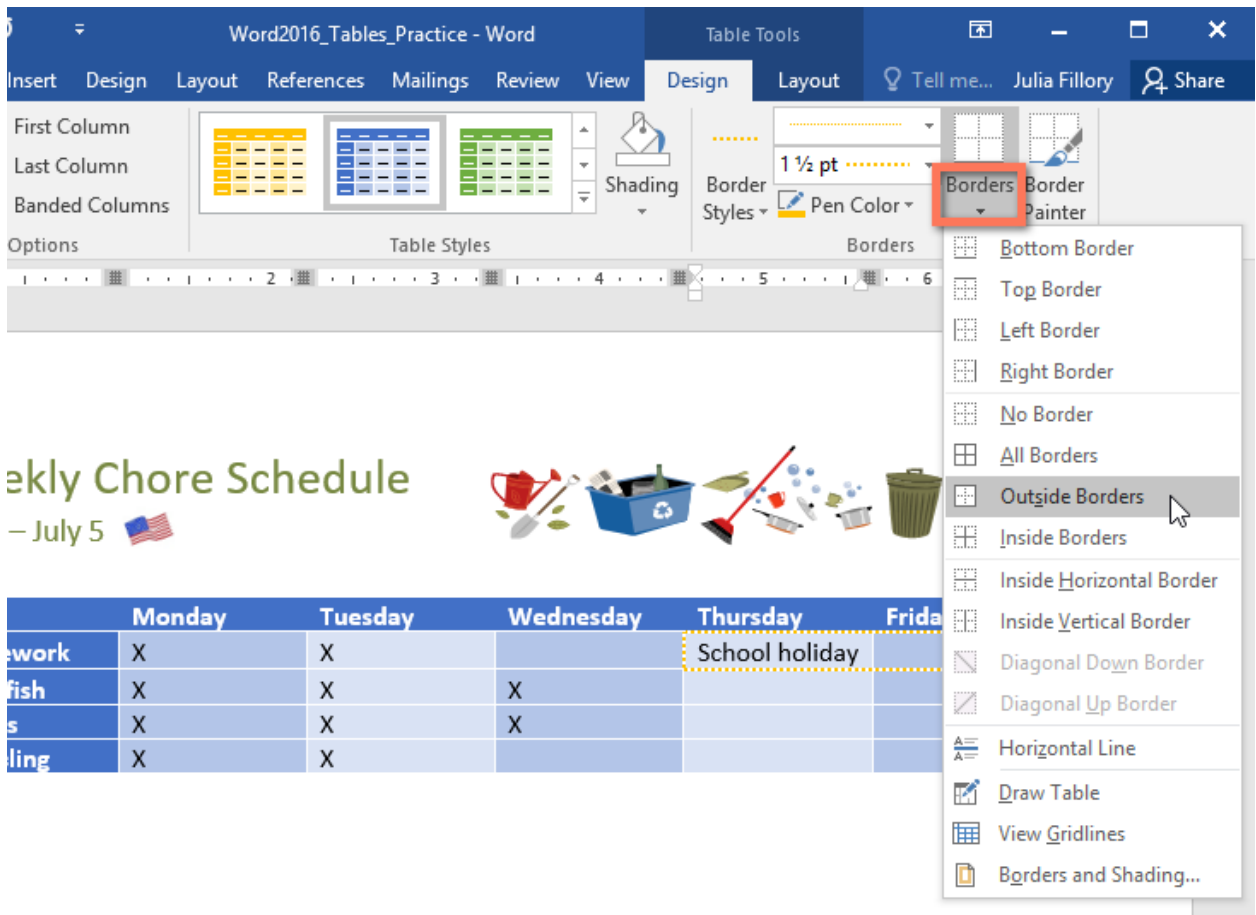
## To apply borders to a table:

1. Select the cells you want to apply a border to.
2. Use the commands on the Design tab to choose the desired Line Style, Line Weight, and Pen Color.



**Figure 15 : table border commands**

3. Click the drop-down arrow below the Borders command.
4. Choose a border type from the menu.



**Figure 16 : table border menu**

5. The border will be applied to the selected cells.