

Centre for Differently Abled Persons Bharathidasan University

#### **DVTD- I SEMESTER**

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

## Word Processing (23DVTD2)

Prepared by Dr.M.Prabavathy

## MS Word-UNIT IV

## **Create a Table in Word 2010**

• Step 1 – Click the Insert tab followed by the Table button



# Step 2 – Click the square representing the lower-right corner of your table

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#### Step 3 – Click the Table Styles button

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#### **Step 4** – to select any of the styles, just click the built-in table style

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## **Delete a Table**

Step 1 – Click the Layout tab, and click the Delete Table option under the Delete Table Button

#### **Delete Table option**

Layout tab

**Delete Table Button** 

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#### Rows & Columns in Word 2010

- Add a Row
- Step 1 Click a row where you want to add an additional row and then click the Layout tab

Row & Column group

Layout tab

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- Step 2 Row & Column group of buttons → click the Insert Below button
- Step 3 click the Insert Above button

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## Delete a Row

Step 1 – Click a row → click the Layout tab

Delete Rows option

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Newly added row

#### Step 2 – Click the Layout tab→click the Delete Rows→ Delete Table Button

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## Add a Column

• Step 1 – Click a column→ Additional column→ click Layout tab

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#### Step 2 – Row & Column→ left or right of the selected column→ click Insert Left button

• Step 3 – click the Insert Right button



Newly added column

## **Delete a Column**

Step 1 – Click a column→delete from the table→click the Layout tab

#### Delete Columns option

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#### Newly added column

#### Step 2 – Click the Layout tab→click the Delete Column option→ Delete Table Button to delete the selected column.

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#### Step 2 – Bring the mouse pointer over the Resize Icon

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**Resized Table** 

## Merging Cells in Word 2010

#### • Step 1 – merge. Now press the Shift key

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# Step 2 – click the Layout tab→ click the Merge Cells button→ merge all the selected cells

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### **Borders & Shades in Word 2010**

- Add Borders to Table
- Step 1 select a table, click over the table → the Cross icon
- Step 2 Click the Border button

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#### **Step 3 – Try to add and remove different borders**

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## **Using Border Options**

 Step 1 – Click the Border button → Select the Border and Shading option



Border Settings Border Styles Border Application Options

- Step 2 Click the Border tab
- Step 3 Preview
- Step 4 customize your border by setting its color

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## Add Shades to Table

• **Step 1** – Select a row or column where you want to apply a shade of your choice.

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- Step 2 Click the Border button→Select the Border and Shading option
- Step 3 Click the Shading tab→ select fill, color and style
- Step 4 Preview→ click the OK button



Shade Fill Color, Style

Shade Application Options