



# Centre for Differently Abled Persons Bharathidasan University

## DVTD- I SEMESTER

(DIPLOMA IN VOCATIONAL TRAINING AND DEVELOPMENT)

## Word Processing

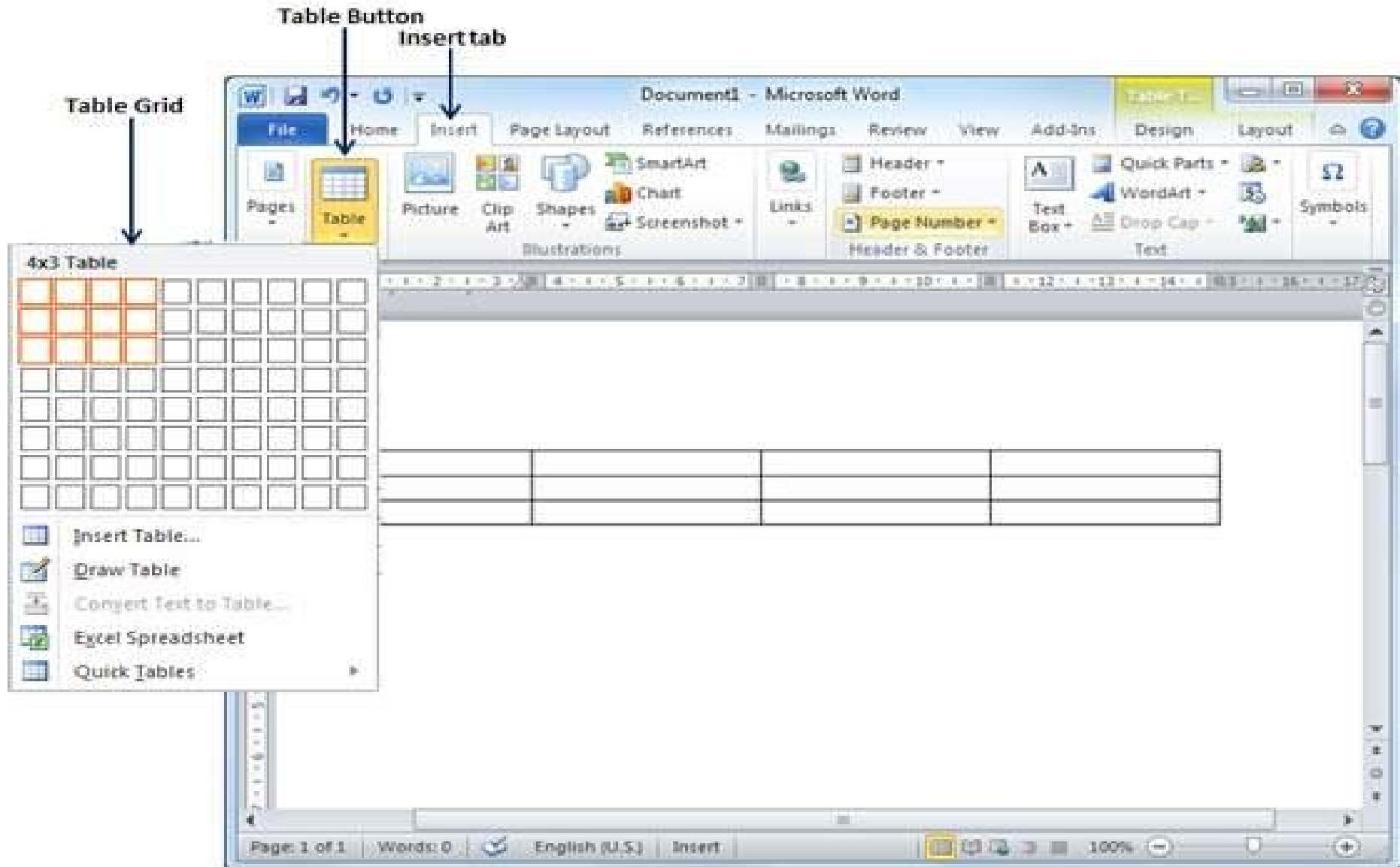
(23DVTD2)

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

Table Style Options

Table Styles

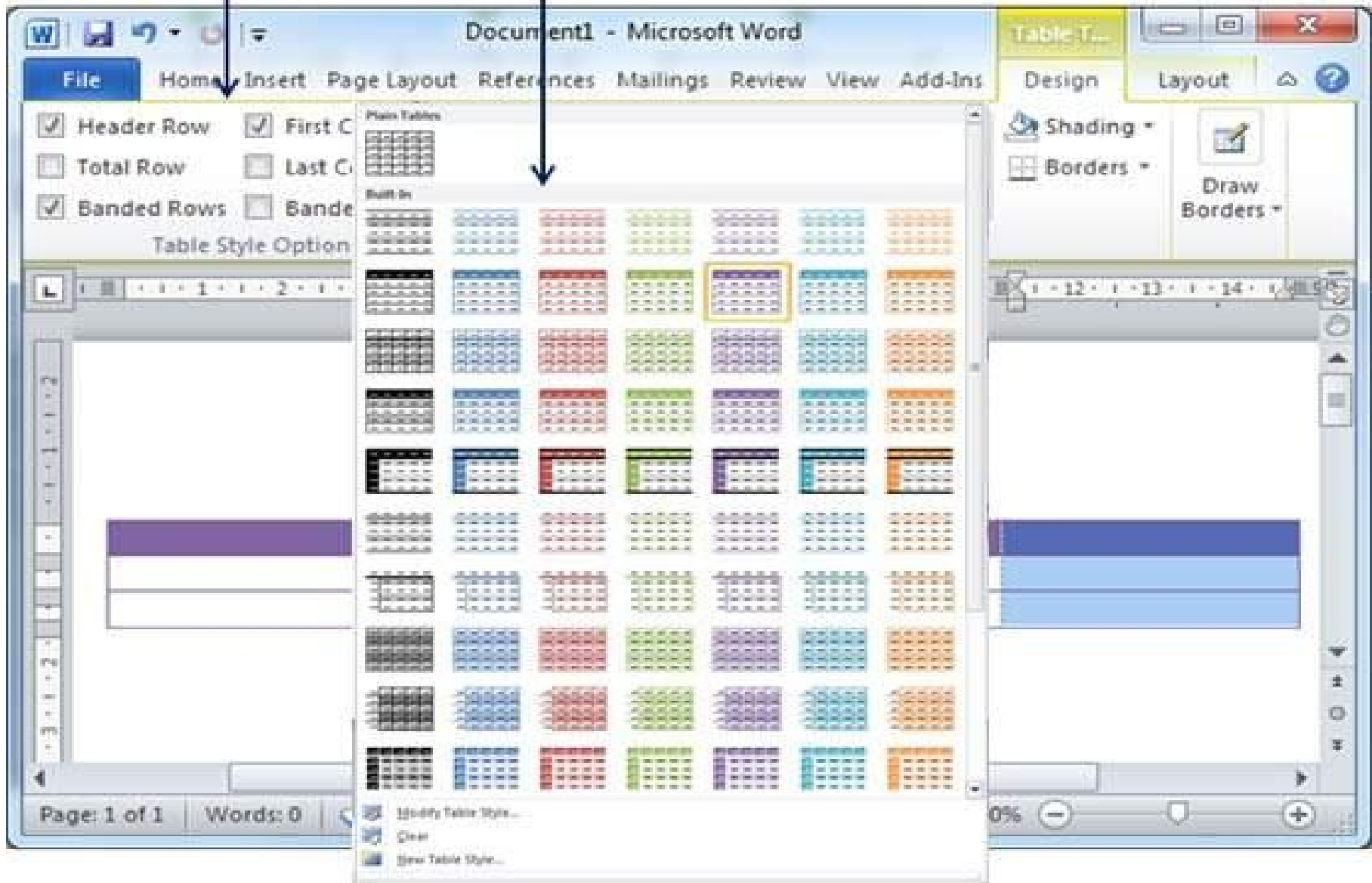
Table Styles Button

The screenshot shows the Microsoft Word interface with the Table Tools ribbon active. The ribbon is divided into three sections: Table Style Options, Table Styles, and Table Styles Button. The Table Style Options section contains checkboxes for Header Row, Total Row, Banded Rows, First Column, Last Column, and Banded Columns. The Table Styles section displays a grid of table style thumbnails, with the first one highlighted. The Table Styles Button section contains Shading, Borders, and Draw Borders buttons. The document window shows a table with 4 columns and 3 rows. The status bar at the bottom indicates Page: 1 of 1, Words: 0, English (U.S.), and Insert mode.


# Step 3 – Click the Table Styles button

Table Style Options

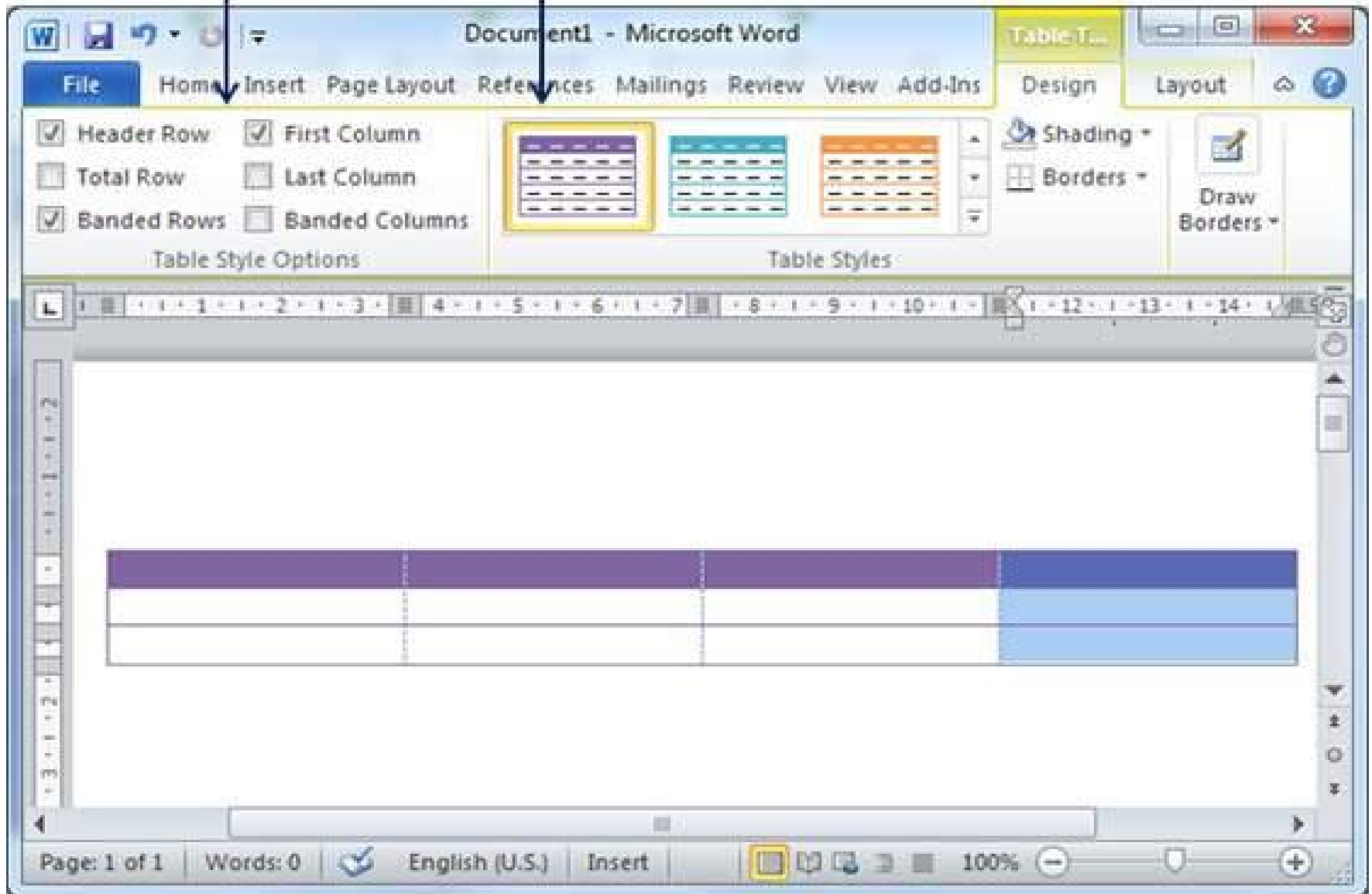
Gallery of Table Styles



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

Table Style Options

Table Styles



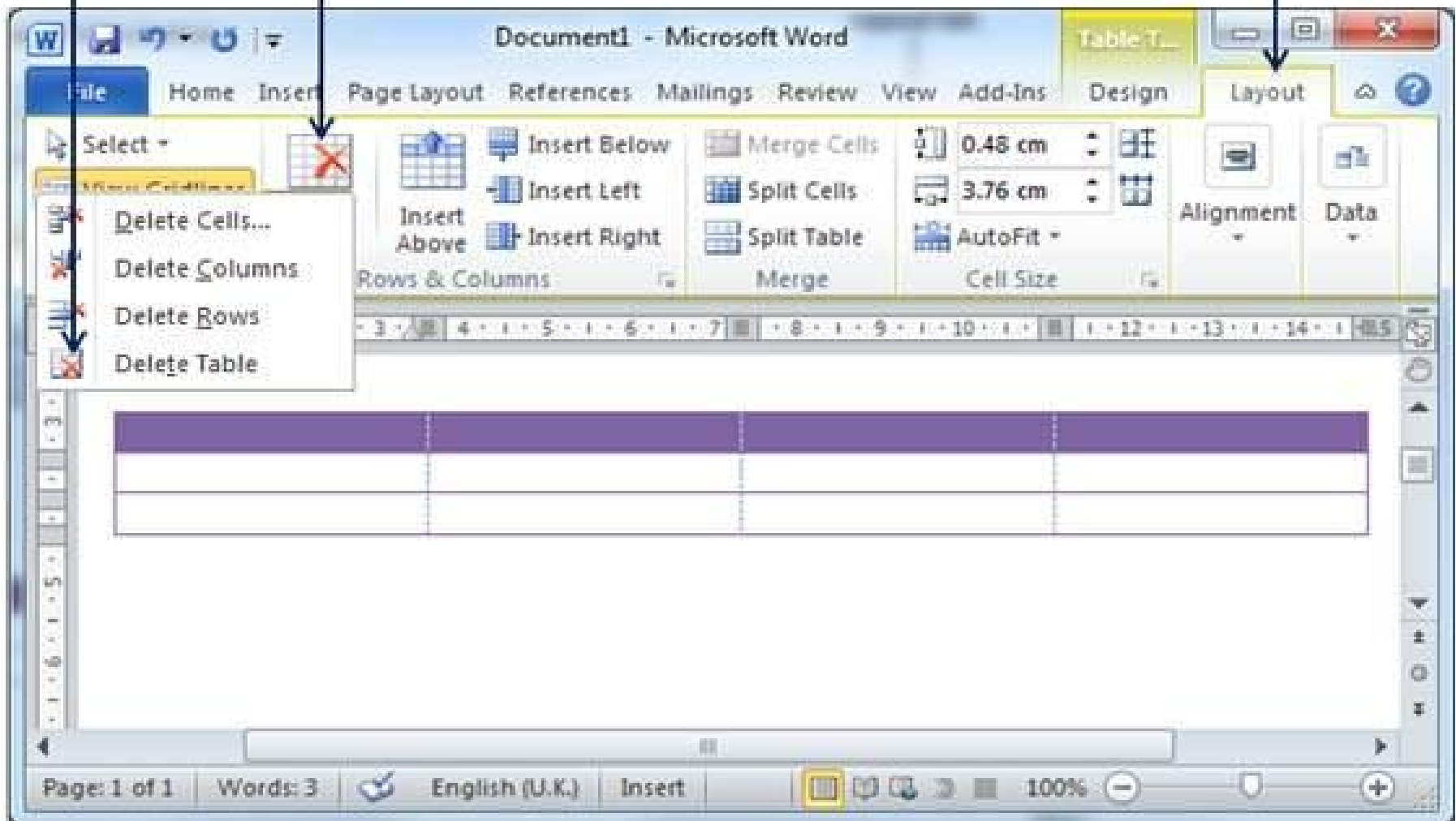
# Delete a Table

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

Delete Table option

Delete Table Button

Layout tab

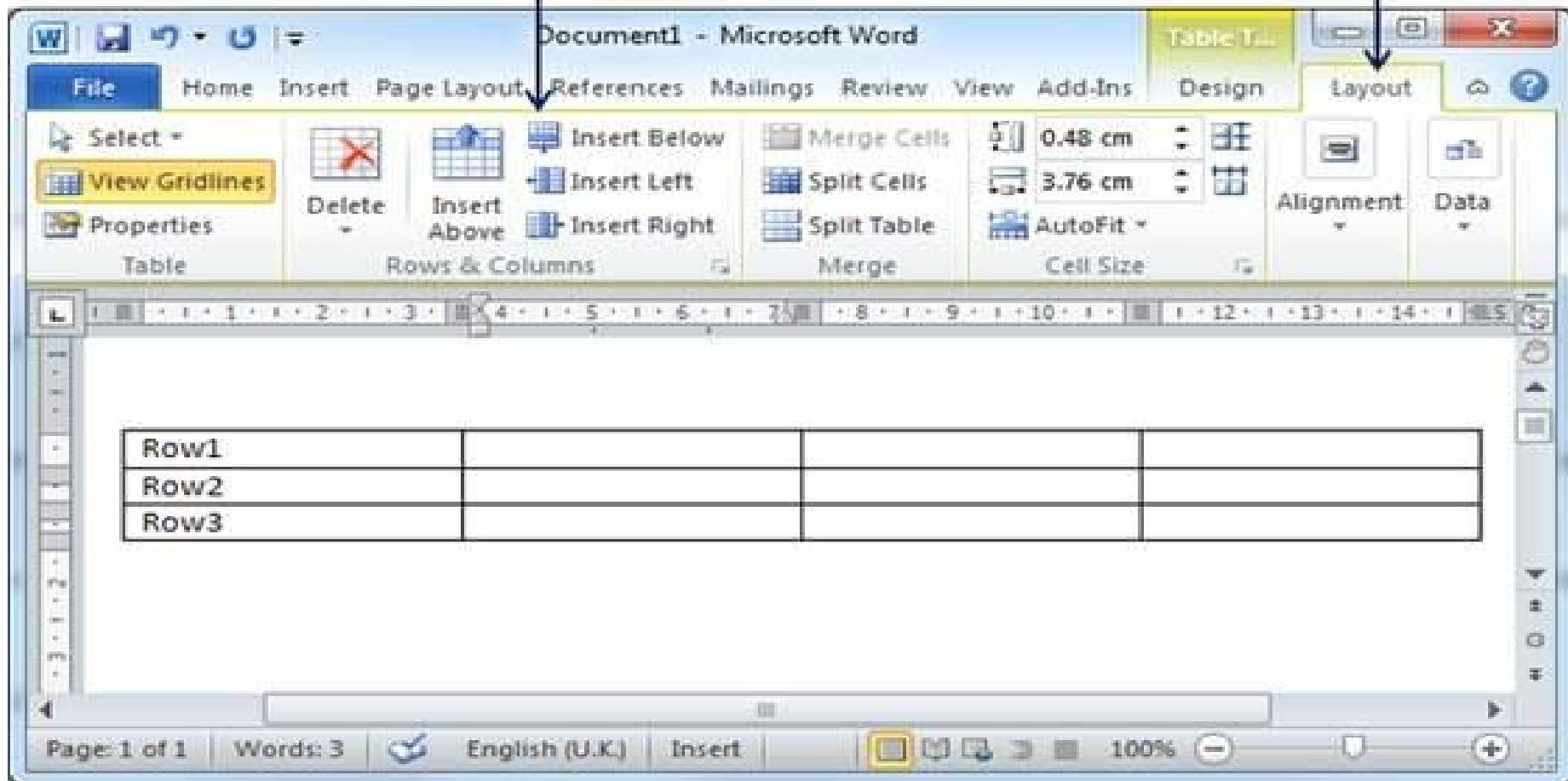


# Rows & Columns in Word 2010

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

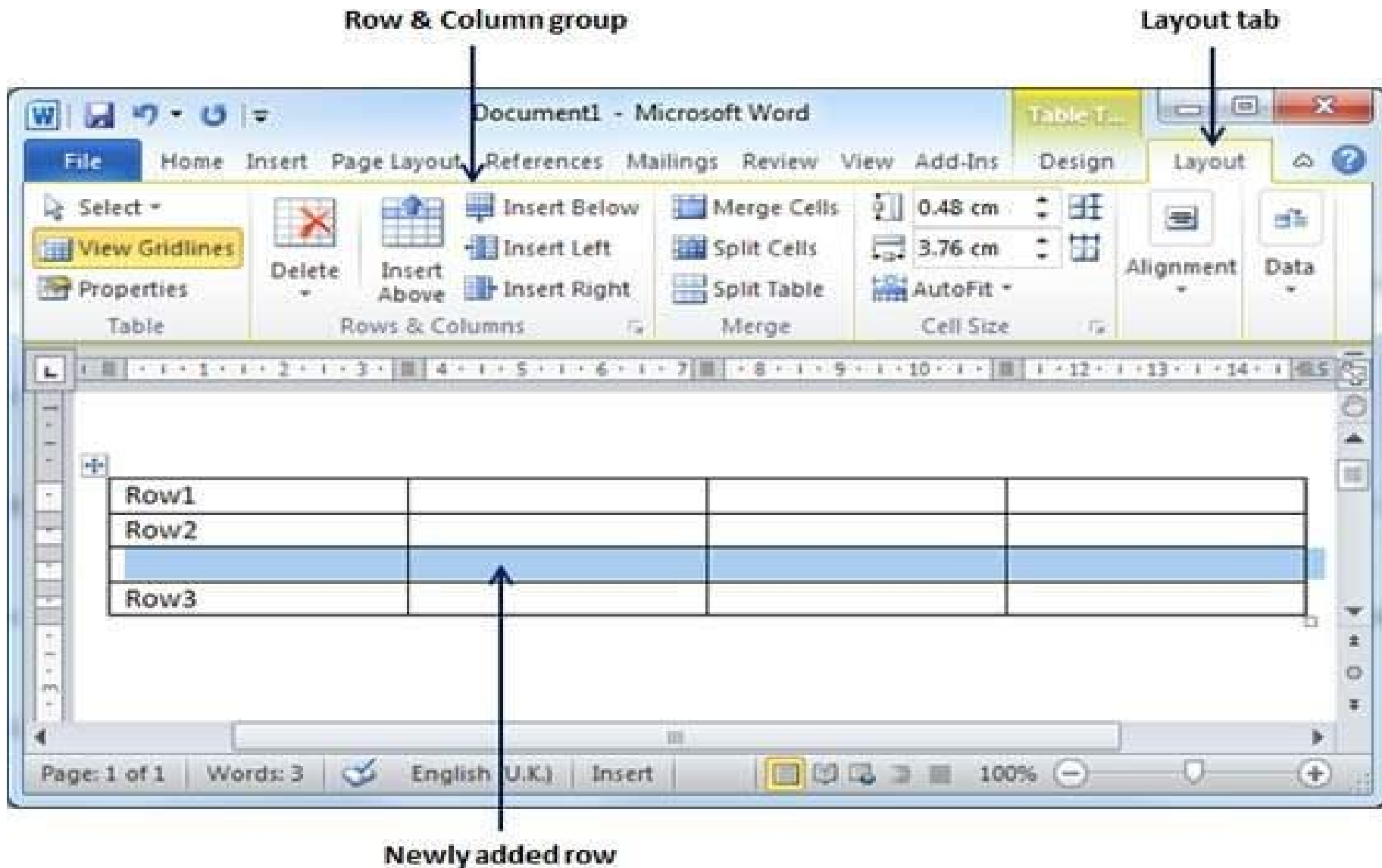
Row & Column group

Layout tab





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



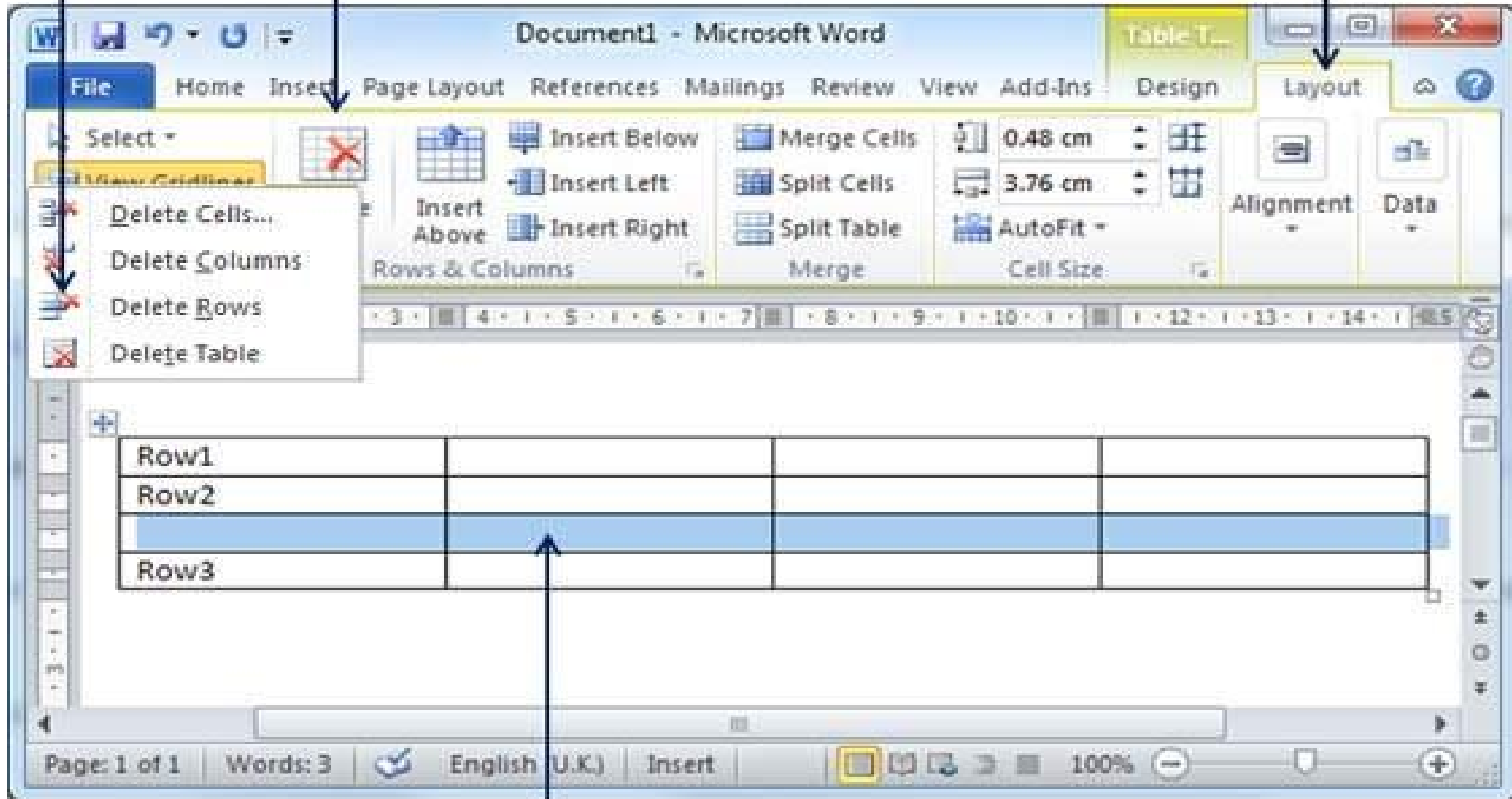
# Delete a Row

- **Step 1** – Click a row → click the **Layout** tab

Delete Rows option

Delete Table Button

Layout tab



Newly added row

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

Delete Table Button

Layout tab

The screenshot shows the Microsoft Word interface with the **Layout** tab selected in the ribbon. The **Delete** button, which is used to delete the table, is highlighted with a red 'X' and a black arrow pointing to it from the label 'Delete Table Button'. Another black arrow points to the **Layout** tab label from the label 'Layout tab'. The table in the document has three rows labeled 'Row1', 'Row2', and 'Row3'.

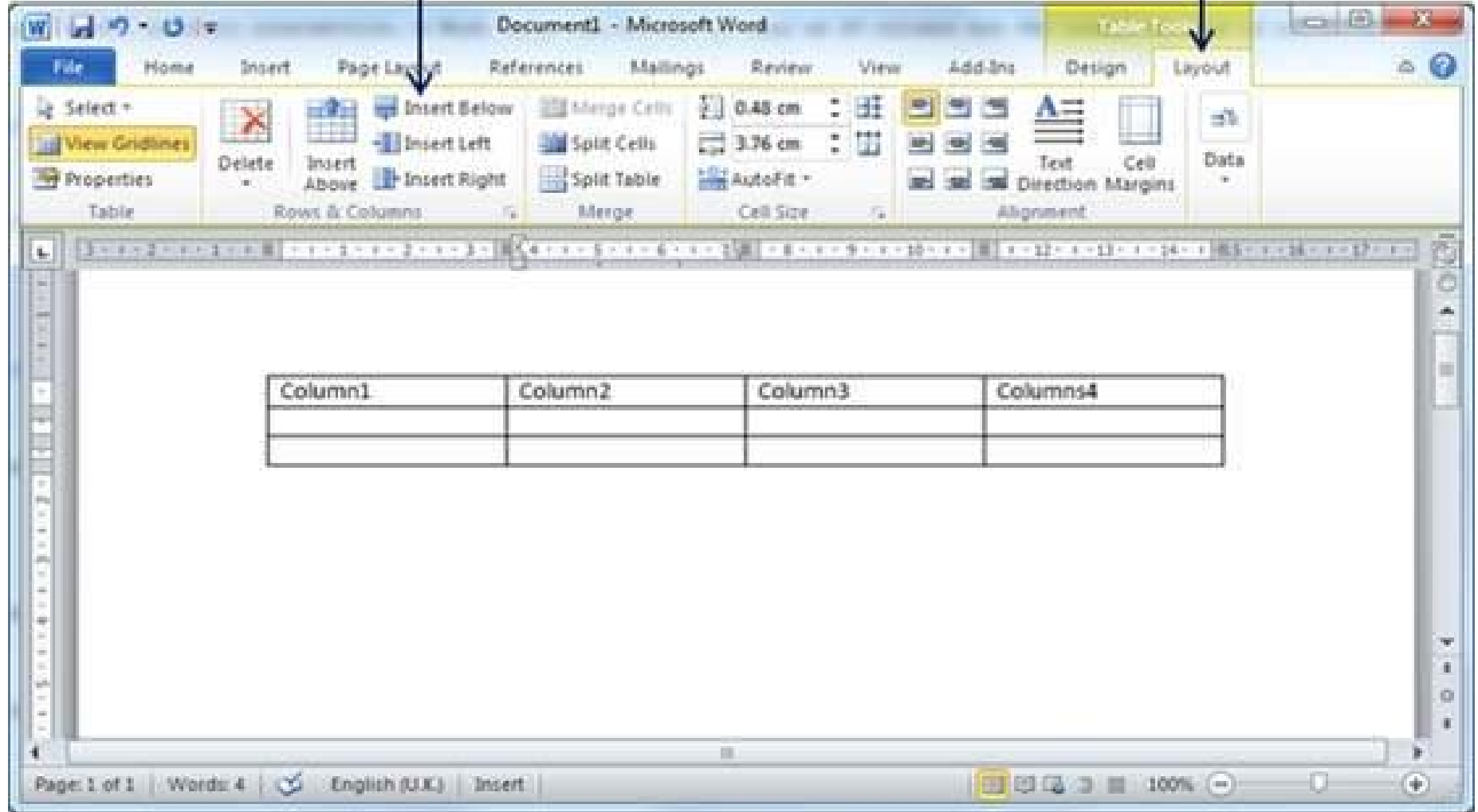
Row1			
Row2			
Row3			

# Add a Column

- **Step 1** – Click a column → Additional column → click **Layout** tab

Row & Columns group

Layout tab



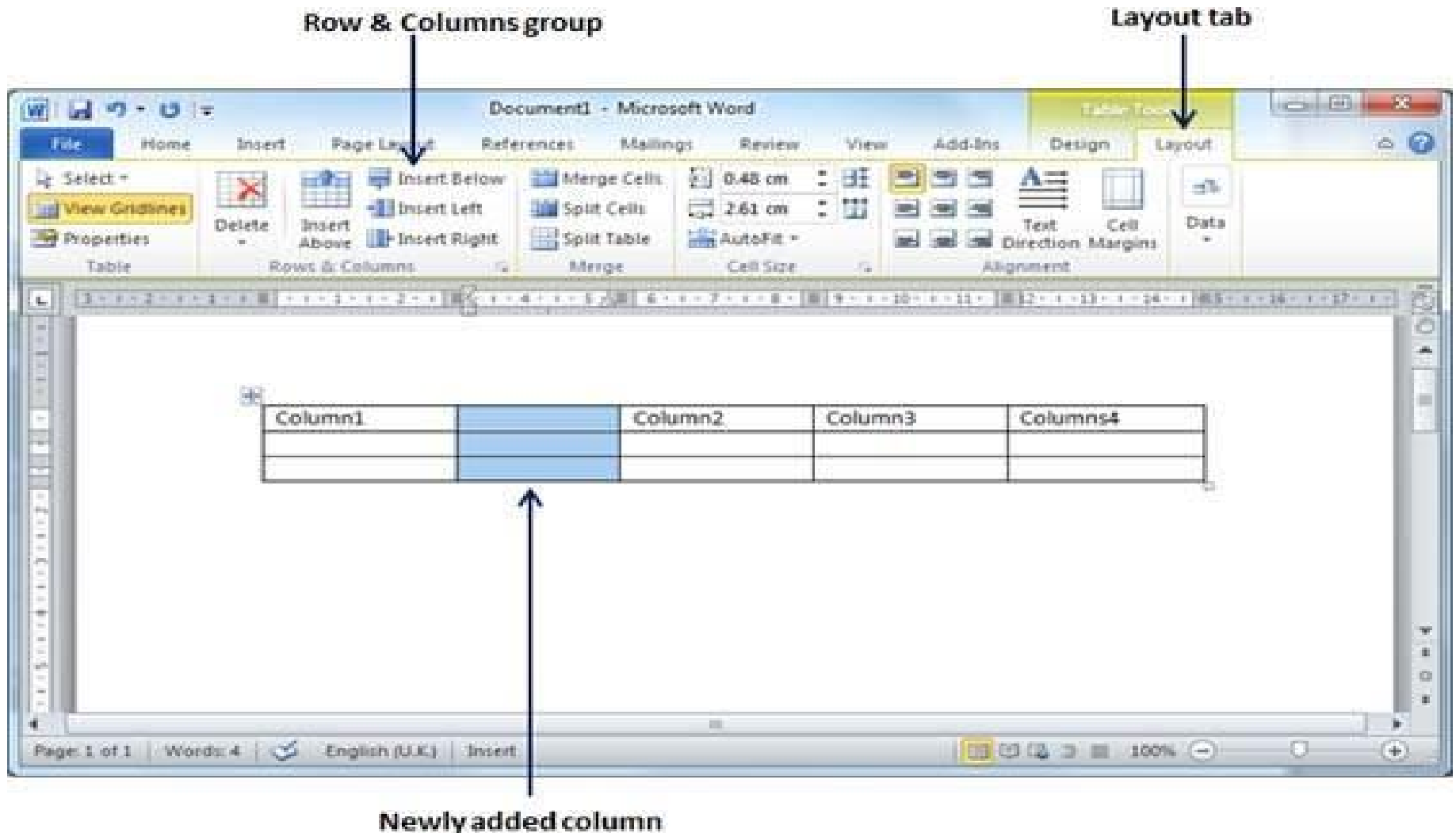
The screenshot shows the Microsoft Word interface with the 'Layout' tab selected in the ribbon. The 'Row & Columns' group is highlighted, showing options like 'Insert Below', 'Insert Left', 'Insert Right', 'Merge Cells', 'Split Cells', 'Split Table', 'AutoFit', and 'Cell Size'. The 'Layout' tab is also highlighted, showing options like 'Text Direction', 'Cell Margins', and 'Data'. A table with four columns is visible in the document area.

Column1	Column2	Column3	Column4

Page: 1 of 1 | Words: 4 | English (U.K.) | Insert | 100%

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

- **Step 3 – click the Insert Right** button



# Delete a Column

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

Diagram illustrating the steps to delete a column in Microsoft Word:

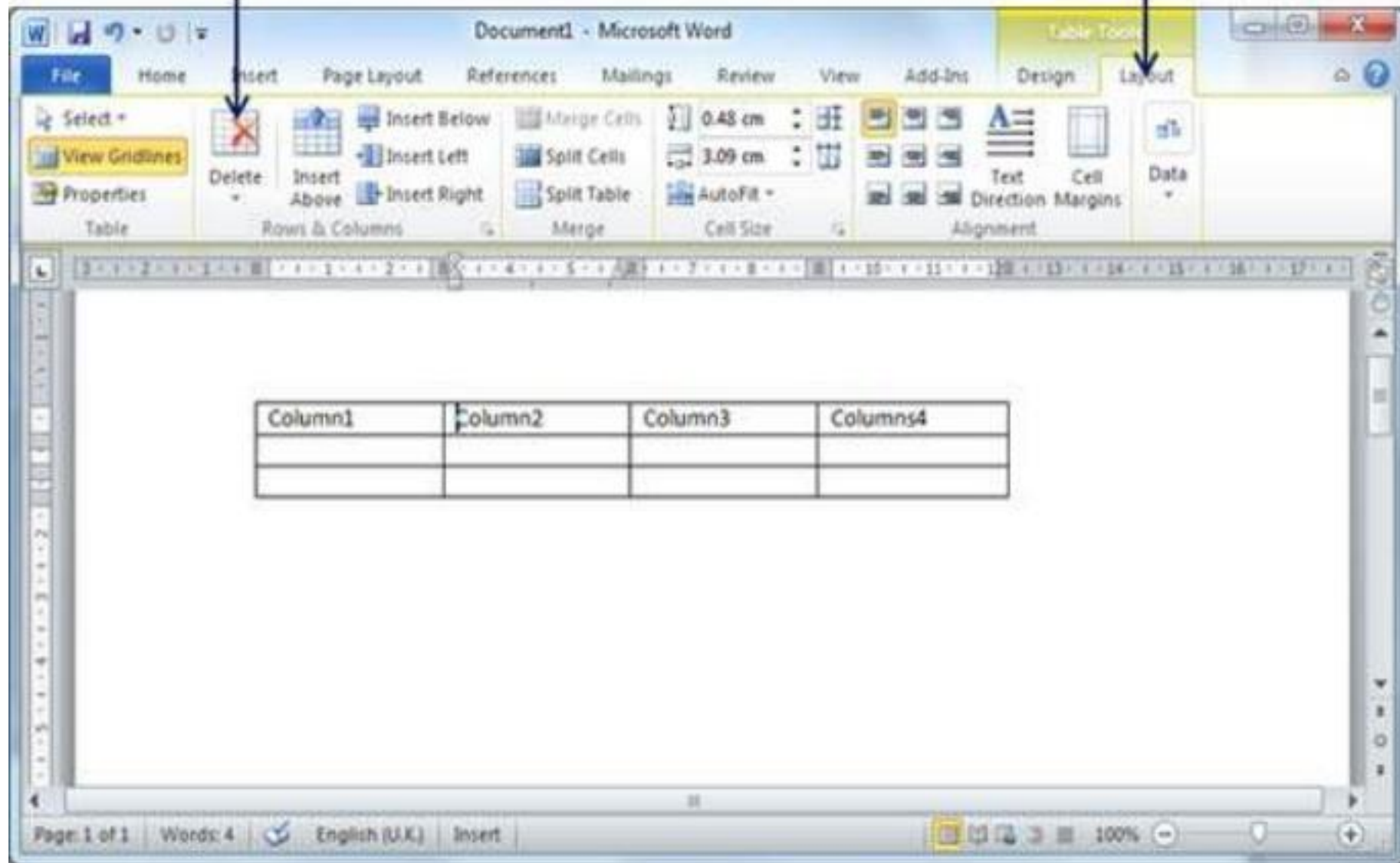
- Delete Columns option:** Points to the "Delete Columns" option in the context menu.
- Delete Table Button:** Points to the "Delete Table" button in the context menu.
- Layout tab:** Points to the "Layout" tab in the ribbon.
- Newly added column:** Points to the newly added column in the table.

Column1	Newly added column	Column2	Column3	Column4

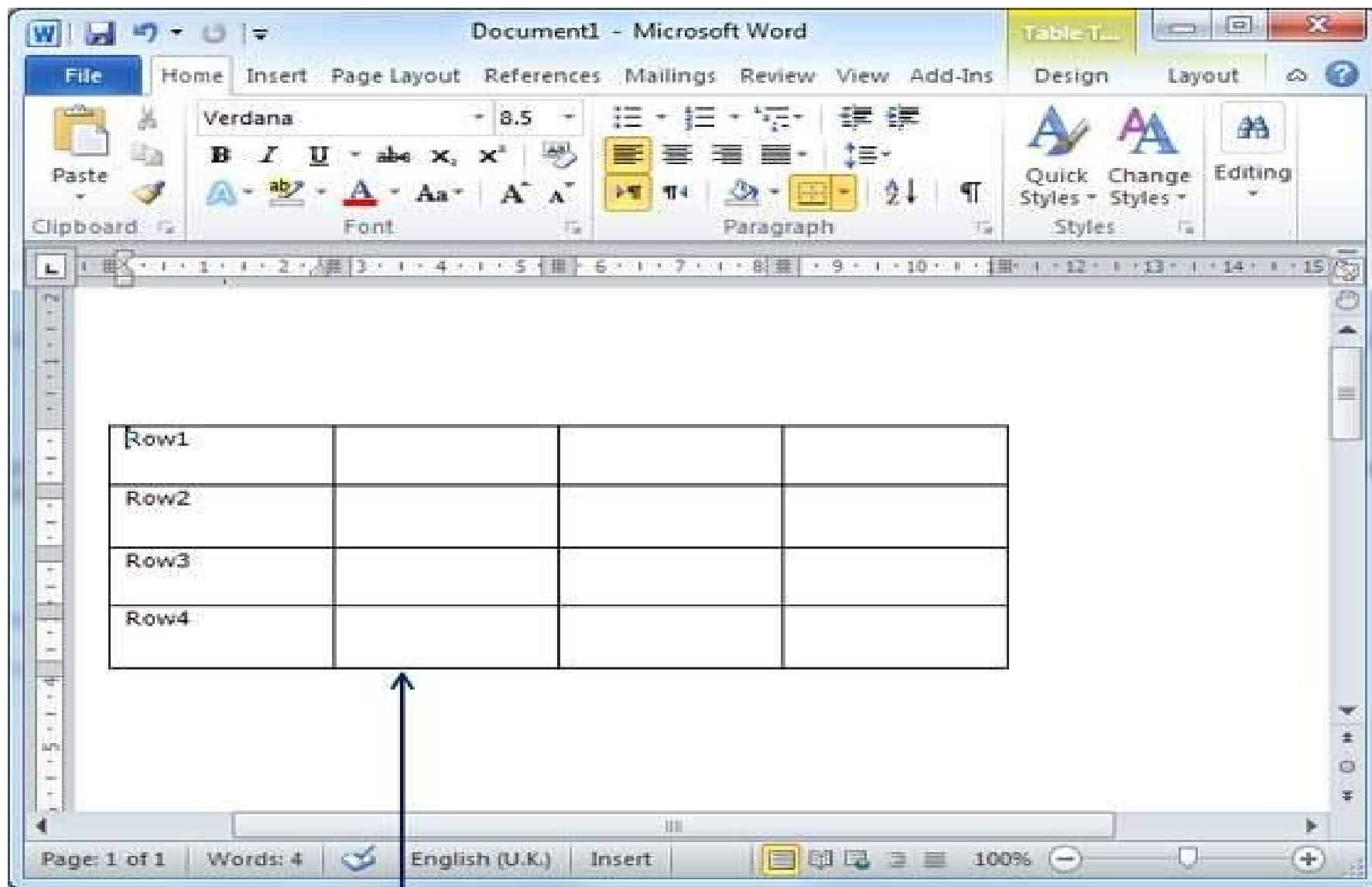
**Step 2 – Click the **Layout tab** → click the **Delete Column** option → **Delete Table Button** to delete the selected column.**

**Delete Table Button**

**Layout tab**



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



**Resized Table**



# Merging Cells in Word 2010

- **Step 1** – merge. Now press the **Shift** key

Selected Cells      Merge Cells Button      Layout tab

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins Design Layout

Select • View Gridlines Properties Table Delete • Insert Above Rows & Columns Insert Below Insert Left Insert Right Merge Cells Split Cells Split Table Merge Cell Size 0.48 cm 3.76 cm AutoFit • Alignment Data

Column1	Columns2	Column3	Column4
Image	Photo	Picture	Movie
Song	Dance	Music	Serial
TV	Cinema	Theatre	Actor

Page: 1 of 1 Words: 16 English (U.K.) Insert 100%

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

Merged Cells      Merge Cells Button      Layout tab

The screenshot shows the Microsoft Word interface with the **Layout** tab selected. The **Merge Cells** button is highlighted in the **Merge** group. A blue selection box covers the top row of a table, which is labeled as 'Merged Cells'. Below it, the 'Merge Cells Button' is indicated by an arrow. The 'Layout tab' is also indicated by an arrow. The table below the merged cell contains the following data:

Column1	Column2	Column3	Column4
Image	Photo	Picture	Movie
Song	Dance	Music	Serial
TV	Cinema	Theatre	Actor

Page: 1 of 1    Words: 16    English (U.K.)    Insert    100%

# 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

Home tab      Border Options      Border Button

Document1 - Microsoft Word

File Home Insert Page Layout References Mailings Review View Add-Ins Design Layout

Clipboard

Calibri (Body) - 11

Quick Styles Change Styles Editing

Employee
Hennery
John
Arul

Feb Salary	Total
22000	42,000
20000	
18000	

Page: 1 of 1    Words: 16/1    116%

- Bottom Border
- Top Border
- Left Border
- Right Border
- No Border
- All Borders
- Outside Borders
- Inside Borders:
- Inside Horizontal Border
- Inside Vertical Border
- Diagonal Down Border
- Diagonal Up Border
- Horizontal Line
- Draw Table
- View Gridlines
- Borders and Shading...

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

Home tab

Applied Border

Border Button

The screenshot shows the Microsoft Word interface with the Home tab selected. The ribbon includes groups for Clipboard, Font, Paragraph, Styles, and Editing. The Paragraph group contains the 'Border Button' (a square icon with a border). A table is displayed in the document, and the 'Applied Border' label points to the border around the table. The status bar at the bottom shows 'Page: 1 of 1', 'Words: 16', 'English (U.K.)', and 'Insert'.

Employee	Jan Salary	Feb Salary	Total
Hennerly	20000	22000	42,000
John	19000	20000	
Arul	17000	18000	

# Using Border Options

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

The image shows a screenshot of Microsoft Word with the **Border and Shading** task pane open. The task pane is divided into three main sections: **Settings**, **Style**, and **Preview**. The **Settings** section has tabs for **Borders**, **Page Border**, and **Shading**. Under **Borders**, there are options for **None**, **Box**, **All**, **Grid**, and **Custom**. The **Style** section shows a preview of a border style with a red line and a width of **1 1/2 pt**. The **Preview** section shows a diagram of a table with a red border and a preview of the table content. The **Apply to:** dropdown is set to **Table**. The **Options...** button is visible at the bottom right of the task pane.

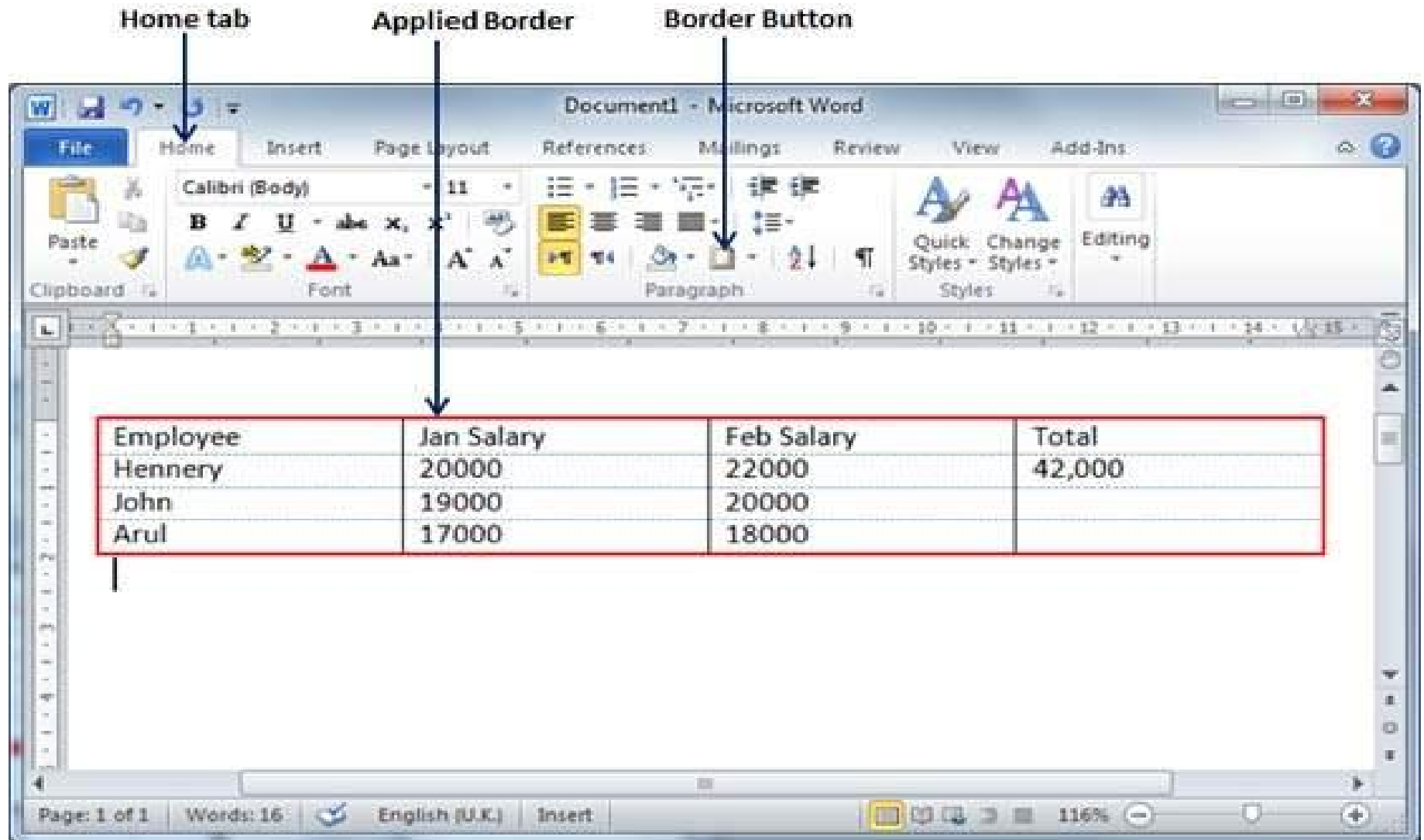
Annotations in the image include:

- Home tab**: Points to the **Home** tab in the ribbon.
- Border tab**: Points to the **Border** button in the ribbon.
- Border Button**: Points to the **Border** button in the ribbon.
- Preview Section**: Points to the **Preview** section of the task pane.
- Border Settings**: Points to the **Settings** section of the task pane.
- Border Styles**: Points to the **Style** section of the task pane.
- Border Application Options**: Points to the **Apply to:** dropdown in the task pane.

The background shows a document with a table containing the following data:

Employee	
Hennerly	
John	
Arul	
Total	42,000

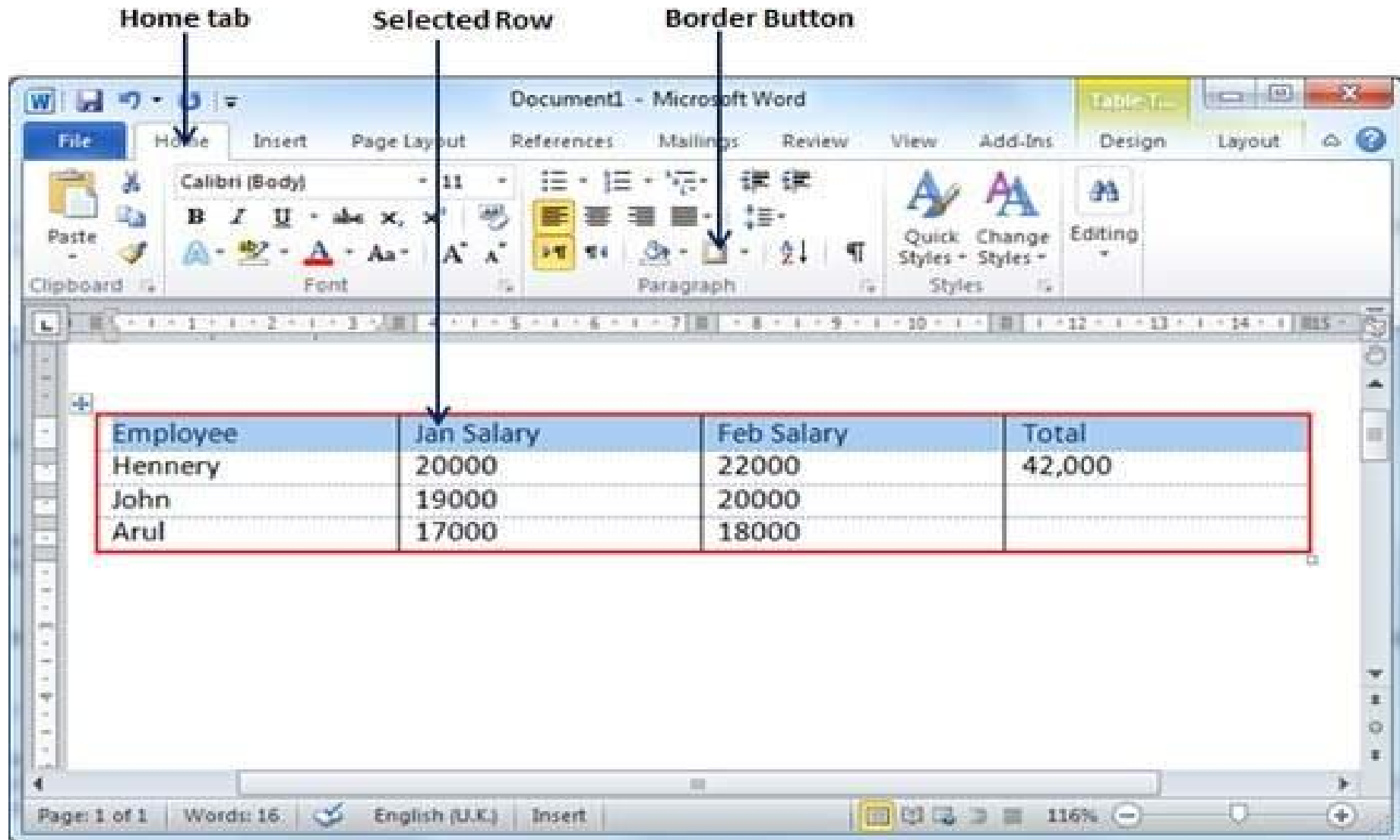
- **Step 2** – Click the **Border** tab
- **Step 3** – **Preview**
- **Step 4** – customize your border by setting its color



# Add Shades to Table

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

Home tab      Selected Row      Border Button



The screenshot shows the Microsoft Word interface. The 'Home' tab is selected in the ribbon. The 'Paragraph' group contains a 'Border' button, which is highlighted with a yellow background. A red box highlights the first row of a table, indicating it is selected. The table contains the following data:

Employee	Jan Salary	Feb Salary	Total
Hennery	20000	22000	42,000
John	19000	20000	
Arul	17000	18000	

Page: 1 of 1    Words: 16    English (U.K.)    Insert    116%

- **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

