

2/7/25

## 5. Creating a Table in word

Answer the following

1. Define a Table

A Table is a grid of rows and columns.

which option will you choose to insert a new row?  
From the layout tab, click on the insert above or insert below option in rows & columns group

3. Differentiate between splitting cells and merging cells.

Split cells: It means dividing the selected cell into multiple separate cells.

Merge cells: It provides a way to consolidate data from multiple cells in one cell.

4. What do you understand by formatting a Table?  
Formatting controls all the overall appearance of a table. you can format a table by using table styles features.

## M 5. Creating a Table in word

### Dword

1. Table Styles
2. Autofit
3. Merge Cells
4. Layout
5. Splitting cells
6. Insert
7. Column
8. Dragging
9. Borders
10. Table Design



## 6. Working with slides

### D words

1. Navigation
2. Word Art
3. Clipboard
4. Illustrations
5. Text outline
6. Vertical Alignment
7. Paint brush
8. 3D Rotation
9. Shape effects
10. Stock