9
WORKING WITH TABLES, GRAPHICS AND PAGES

9.1 INTRODUCTION

In the last lesson you have learned different text processing tips and commands. In this lesson you will learn about creating tables and their formatting, adding graphics to the text, and various page formatting features and page views that will enhance your skills in producing a good document.

9.2 OBJECTIVES

After going this lesson you would be able to

- format a document
- insert or delete pages in a document
- create tables and adding graphics
- type repeated information on each page using headers and footers

9.3 TABLES

Word's Table features, enables you to arrange columns of numbers and text in a document without using tabs. It helps you to organize complex columnar information. Tables also provide a convenient way to present text in side-by-side paragraphs as in a resume, or to arrange text beside graphics. You can insert tables anywhere you

need them in Word documents. Word tables consist of rows, columns, and cells. You do typing in cells. Cells can contain text, numbers, or graphics.
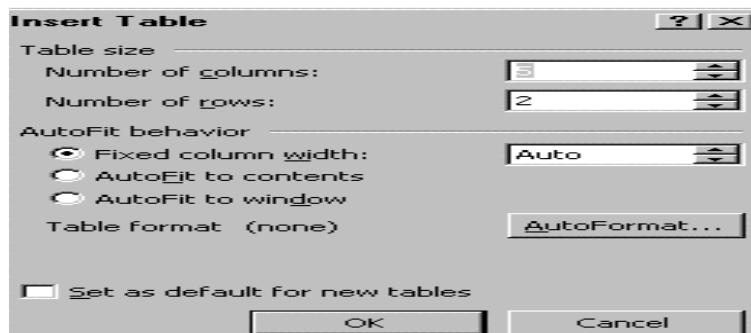
9.3.1 Insert a Table

There are two ways to add a table to the document using the Insert feature:

1. Click the **Insert Table** button ▦ on the standard toolbar. Drag the mouse along the grid, highlighting the number of rows and columns for the table.
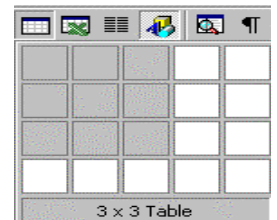
Fig. 9.1

2. Or, select **Table→Insert→Table** from the menu bar. Select the number of rows and columns for the table and click **OK**.

Fig. 9.2

9.3.2 Draw a Table

You can also draw a table in a document:

1. Draw a table by selecting **View→Toolbars→Tables and Borders** from the menu bar. The Tables and Borders toolbar appears on the screen. Click on the Draw Table ✎ button on the toolbar. The cursor is now the image of a pencil.

2. Draw the cells of the table with the mouse. If you make a mistake, click the Eraser button ▱ and drag the mouse over the area to be deleted.

3. To draw more cells, click on the **Draw Table** button ✎.

9.3.3 Inserting/Deleting Rows and Columns in a Table

Once the table is drawn, insert additional rows by placing the cur-

sor in the row you want to be adjacent to. Select **Table→Insert→Rows Above** or **Rows Below** command on the menu bar**,** or select an entire row and right-click with the mouse. Choose **Insert Rows** from the shortcut menu.

To delete a row place the cursor on a row cell to be deleted. Select **Table→Select→Row** command on the menu bar. The row will be selected. Select **Table→Delete→Rows** command on the menu bar to delete the selected row.

Much like inserting a row, add a new column by placing the cursor in a cell adjacent to where the new column will be added. Select **Table→Insert→Columns to the Left** or **Columns to the Right** command on the menu bar, or select the column, right-click with the mouse, and select **Insert Columns**.

To delete a column place the cursor on a column cell to be deleted. Select **Table→Select→Column** command on the menu bar. The column will be selected. Select **Table→Delete→ Columns** command on the menu bar to delete the selected column.

9.3.4 Moving and Resizing a Table

A four-sided moving arrow and open box resizing handle will appear on the corners of the table if the mouse is placed over the table. Click and drag the four-sided arrow to move the table and release the mouse button when the table is positioned where you want it. Click and drag the open box handle to resize the table. Change the column widths and row heights by clicking the cell dividers and dragging them with the mouse.
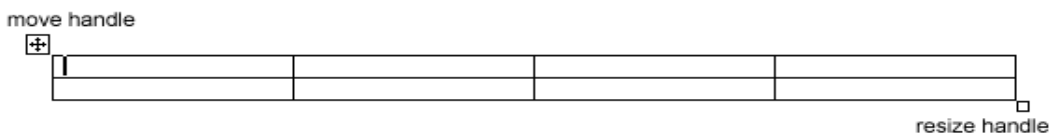
9.3.5 Tables and Borders Toolbar

The Tables and Borders toolbar allows you to add border styles, shading, text effects, alignment, and more options to your table. Access the toolbar by clicking **Table→Draw Table** or **View→Toolbars→Tables and Borders** command on the menu bar.

Fig. 9.3

You will need to select the cells of the table you want to format. Click and drag the mouse over the cells, or use the following short-cuts:

1. To select one cell, place the cursor on a cell you want to select and choose **Table→Select→Cell** commands from the menu bar. The cell will be selected. Or click the bottom, left corner of the cell when a black arrow appears.

2. To select several cells, first click the bottom left corner of the first cell when a black arrow appears and drag the mouse across the other cells that you want to select.

3. To select one row, place the cursor on a now you want to select and choose **Table→Select→Row** commands from the menu bar. The row will be selected. Or click outside the table to the left of the row when a white arrow appears.

4. To select one column, place the cursor on a column you want to select and choose **Table→Select→Column** commands from the menu bar. The column will be selected. Or click outside the table above the column when a black arrow appears.

5. To select several rows, first select at least one cell in each row using the above method for selecting several cells and choose **Table→Select→Row** commands from the menu bar. The rows will be selected. Or click outside the table to the left of the row when white arrow appears and drag the mouse to the direction down or up where the intended rows lies.

6. To select several columns, first select at least one cell in each column using the above method for selecting several cells and choose **Table→Select→Column** commands from the menu bar. The columns will be selected. Or click outside the table above the column when a black arrow appears and drag the mouse to the direction left or right where the intended columns lies.

7. Entire table **Table→Select→Table** commands from the menu bar. The entire table will be selected. Or move the cursor to the left edge of the top row and observe the four-sided arrow appear on the edge. Place the cursor on the four-sided arrow and click. The entire table will be selected.

9.3.6 Table Properties

Use the **Table Properties** dialog box to modify the alignment of the table with the body text and the text within the table. Access the

box by selecting **Tables→Table Properties**. Use the following options after clicking Table or Row or Column or Cell tab that you want to modify.

Size - Check the **Preferred width** box and enter a value if the table should be an exact width

Alignment - Highlight the illustration that represents the alignment of the table in relation to the text of the document.

Text wrapping - Highlight "None" if the table should appear on a separate line from the text or choose "Around" if the text should wrap around the table.
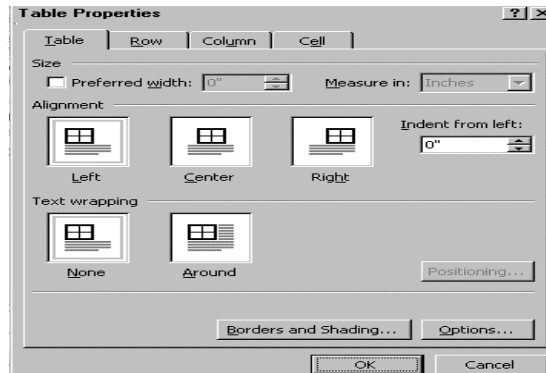
Fig. 9.4

Borders and Shading - Select from a number of border styles, colors, and widths. Click the **Shading** tab to change the background color and pattern.
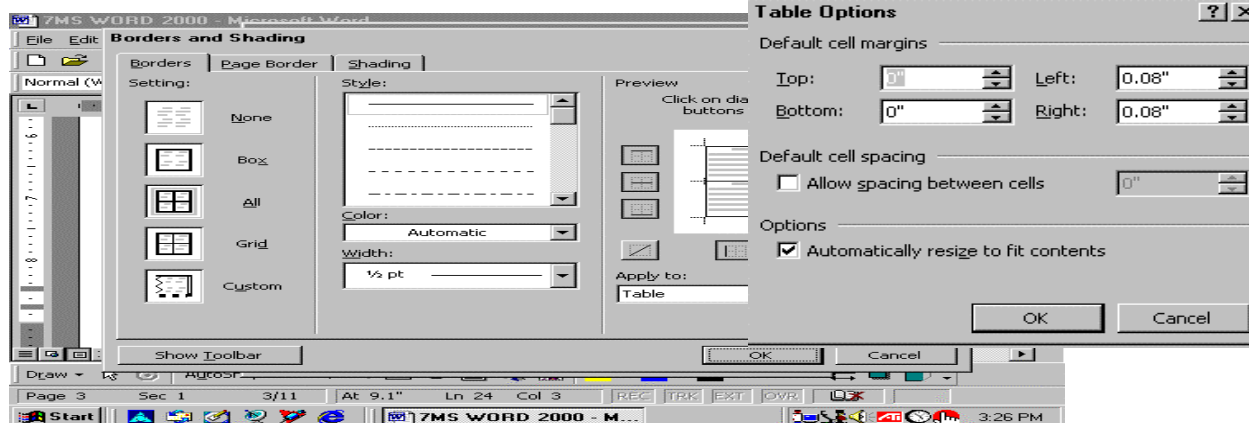


Fig. 9.5

Options - Click the **Options** button on the **Table Properties** window to change the spacing between the document text and the table borders under **Default cell margins**. Check the **Allow spacing between cells** box and enter a value to add space between the table cells.

Fig. 9.6

9.3.7 Converting Text to Tables

You can convert text separated by paragraph marks, commas, or tab characters into cells in a table. To convert text to a table, highlight the text you want to turn into a table. Choose **Table→Convert Text to Table** command on the menu bar and click the appropriate option button in the Convert
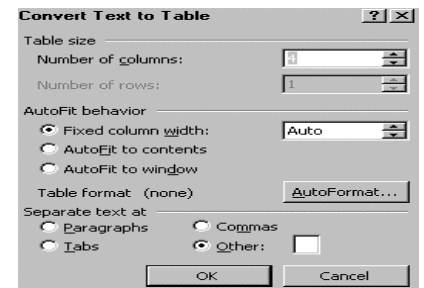
Fig. 9.7

Text to Table dialog box. You have the option of specifying the Table Size (number of columns and rows), AutoFit (to column width, or contents, or window), Separate text at (Paragraphs, or Commas, or Tabs, or any other character specified by you in the text). The following explanation will give you an idea of selecting Paragraphs, or Commas, or Tabs, or any other character specified by you for deciding the layout of columns and rows.

Tabs: Lines of text separated by paragraph marks or line breaks will become rows in your table. Tab-separated strings of text within those lines will become cell entries in the row.

Commas: Lines of text separated by paragraph marks or line breaks will become rows in your table. Comma-separated strings of text within those lines will become cell entries in the row.

Paragraphs: Word will propose a single column and create as many rows as you have paragraphs. Changing the number of columns will distribute paragraphs among the columns from left to right.

Other: Lines of text separated by paragraph marks or line breaks will become rows in your table. The character (specified by you)-separated strings of text within those lines will become cell entries in the row.

9.3.8 Converting Tables to Text

To convert an existing table to text, select **Table→Select→Table** or **Rows** or **Columns** or **Cells** you wish to convert to text. Choose **Table→Convert Table to Text** command on the menu bar. Word will display a **Convert Table to Text** dialog box. Choose one of the options by check-marking appropriate box (Paragraphs, or Commas, or Tabs, or any other character specified by you in the text).
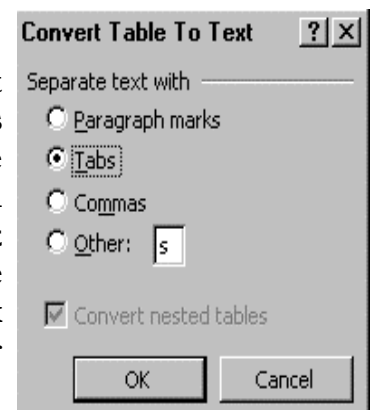
Fig. 9.8

Choosing Paragraph option will convert each table cell into one paragraph. If you pick the Comma or Tab options, Word will convert each row of your table into a paragraph.

9.3.9 Sorting Text or Numbers in Tables

Word's **Table→Sort Text** command will attempt to sort selected text alphabetically, numerically, or chronologically (date) at your request. Sort can be up to three levels 'deep'. To sort a table with Sort command, follow these steps:

1. It is a good practice to save your file containg the table so that if you don't like the sorting pattern of your table you can go back to the original table.
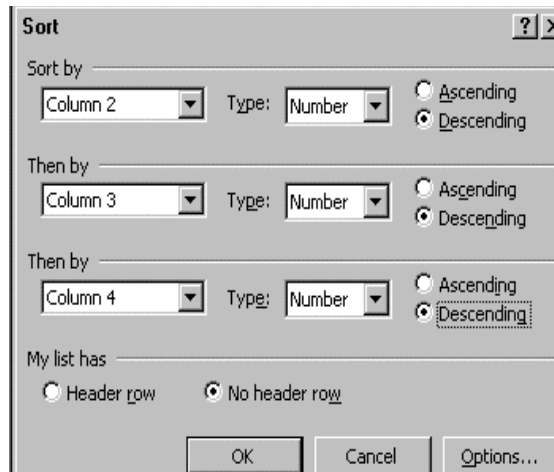
Classwise Number of Students in XYZ School			
Class	Boys	Girls	Total
Class-I	25	35	60
Class-II	30	25	55
Class-III	20	30	50
Class-IV	40	28	68
Class-V	34	32	66

2. Suppose you want to sort the classwise boys in descending order, select all the rows excluding title row (in the example, top row 1 and 2).

3. Choose **Table→Sort**. You will see the Sort dialog box.

4. If you have labels at the top of your table, choose the option **My list** has Header row. There will be up to three drop-down lists containing the column labels or column numbers or column text.

5. Specify the sort order by choosing the desired column for each sort level. In the example we have selected first sort level as column 2 (Boys), second sort level as column 3 (Girls), and third sort level as column 4 (Total).

Fig. 9.9

6. Choose a sort order for each column. In the example the sort order for each column is Descending.

7. Click and select the data type for each column from **type** drop-down lists. In the example the **Type** is Number.

8. Click **OK** and Word will sort.

Classwise Number of Students in XYZ School			
Class	Boys	Girls	Total
Class-IV	40	28	68
Class-V	34	32	66
Class-II	30	25	55
Class-I	25	35	60
Class-III	20	30	50

9.4 ADDING GRAPHICS

Good artwork can really help to communicate your message and make your document unique. Word accepts most popular graphic file formats in use today, and it comes with large collection of ready-to-use clip art. You can also import your own graphic files from any source such as scanners and digital cameras. You can also create your own artwork by

### 9.4.1 Adding Clip A

To add a clip art im
follow these steps:

1. Select **Insert→P**

Fig. 9.10

2. To find an image, click in the white box following **Search for clips**. Delete the words "Type one or more words. . ." and enter keywords describing the image you want to use. Or click one of the category icons.

3. Click once on the image you want to add to the document and the following popup menu will appear:
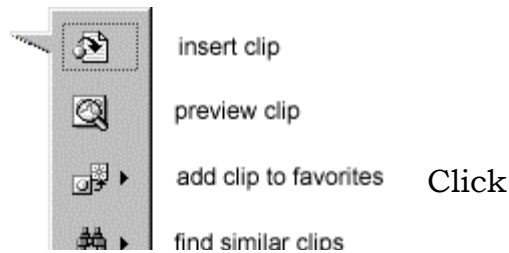
Fig. 9.11

*   **Insert Clip** to add the image to the document.

*   **Preview Clip** to view the image full-size before adding it to the document. Drag the bottom, right corner of the preview window to resize the image and click the "**x**" close button to end the preview.

*   **Add Clip to Favourites** will add the selected image to your favourites directory that can be chosen from the **Insert ClipArt** dialog box.

*   **Find Similar Clips** will retrieve images similar to the one you have chosen.

4. Continue selecting images to add to the document and click the **Close** button in the top, right corner of the **Insert ClipArt** window to stop adding clip art to the document.

9.4.2 Adding An Image from a File

Follow these steps to add a photo or graphic from an existing file:

1. Select **Insert→Picture→From File** on the menu bar.

2. Click the down arrow button on the right of the **Look in:** window to find the image on your computer.

3. Highlight the file name from the list and click the Insert button.

9.4.3 Auto Shapes

The AutoShapes toolbar will allow you to draw many different geo-

metrical shapes, arrows, flow chart symbols, stars, and banners on the document. Activate the AutoShapes toolbar by selecting **Insert→Picture→AutoShapes** or **View→Toolbars→AutoShapes** from the menu bar, or clicking the AutoShapes button on the Drawing toolbar. Click each button on the toolbar to view the options for drawing the shape.
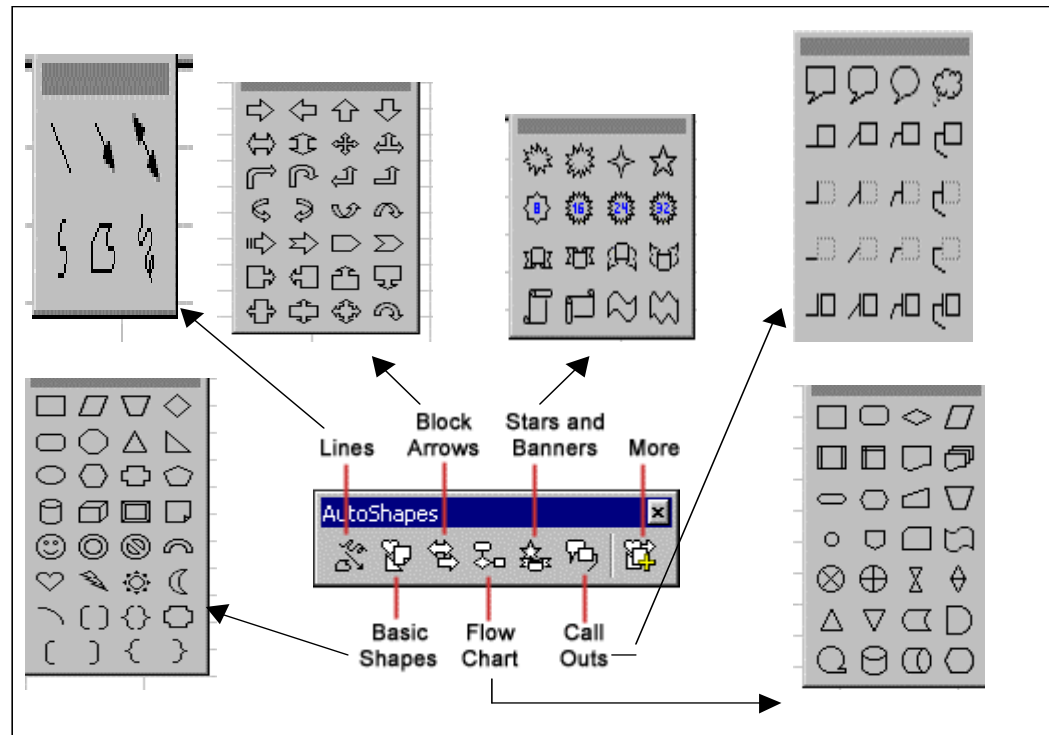
Fig. 9.12

1. **Lines -** After clicking the Lines button on the AutoShapes toolbar, draw a ***straight line***, ***arrow***, or ***double-ended arrow*** from the first row of options by clicking the respective button. Click in the document where you would like the line to begin and click again where it should end. To draw a curved line or freeform shape, select curved lines from the menu (first and second buttons of second row), click in the document where the line should appear, and click the mouse every time a curve should begin. End creating the graphic by clicking on the starting end or pressing the ESC key. To scribble, click the last button in the second row, click the mouse in the document and hold down the left button while you draw the design. Let go of the mouse button to stop drawing.

2. **Basic Shapes** - Click the Basic Shapes button on the AutoShapes toolbar to select from many two- and three-dimensional shapes, icons, braces, and brackets. Use the drag-and-drop method to draw the shape in the document. When the shape has been made, it can be resized using the open box handles and other adjustments specific to each shape can be modified using the yellow diamond handles.

3. **Block Arrows** - Select Block Arrows to choose from many types of *two- and three-dimensional arrows*. Drag-and-drop the arrow in the document and use the open box and yellow diamond handles to adjust the arrowheads. Each AutoShape can also be rotated by first clicking the **Free Rotate** button on the drawing toolbar . Click and drag the green handles around the image to rotate it.

4. **Flow Chart** - Choose from the flow chart menu to add *flow chart elements* to the document and use the line menu to draw connections between the elements.

5. **Stars and Banners** - Click the button to select *stars*, *bursts*, *banners*, and *scrolls*.

6. **Call Outs** - Select from the *speech and thought bubbles*, and *line call outs*. Enter the call out text in the text box that is made.

7. **More AutoShapes** - Click this button to choose from a list of clip art categories.

Each of the submenus on the AutoShapes toolbar can become a separate toolbar. Just click and drag the gray bar across the top of the submenus off of the toolbar and it will become a separate floating toolbar. Some illustrations on how to draw graphics and diagrams are given in Excel lessons. You may refer to them.

INTEXT QUESTIONS

1. State True or False

   (a) It is not possible to convert text into table.

   (b) AutoShapes feature is not for drawing different geometrical shapes.

   (c) You can sort a table by maximum 3 columns.

     (d) The table sort feature in word is only to sort numbers and not for sorting text.

2. The command on menu bar to add an image from a file————————-

3. The command on menu bar to edit a graphic————————

4. The command on menu bar to insert auto shapes————————-

9.5 WHAT YOU HEAVE LEARNT

In this lesson you learnt about creation and formatting of tables and graphics in a text document. Now you are in a position to insert a table of desired number of rows and columns in a document. Also you can insert any graphics in the text to make it more appealing. You can change the size and location of tables and graphics.

9.6 TERMINAL QUESTIONS.

1. Explain the following

    (a) Inserting rows and columns

    (b) Resizing a Table

    (c) Sorting text

2. What do you mean by adding clipart.

3. Define Auto shapes.

4. Explain Table properties in word.

5. What is the difference between text wrapping and alignment.

9.7 KEY TO INTEXT QUESTIONS.

1. (a) False, (b) False, (c) True, (d) False

2. Insert→Picture→From File

3. View→Toolbars→Picture

4. **Insert→Picture→AutoShapes** or **View →Toolbars→AutoShapes**