Some Important Topic Regarding P.A.2 Examination

a) **Create a table:-** The simplest way to create a table is, click the **Table** icon on the Standard toolbar. On the drop-down graphic, choose the size of the table. To create the table, click on the cell representing the last row of the last column that you want. Holding down the mouse button over the Table icon will also display the graphic Another way to create a table is by using the Table dialog. Position the cursor where you want to insert the table, then:

❖ Select *Table → Insert* Table from the Menu bar as shown in (or Press *Ctrl+F12*).

❖ It will create a simple table. After creating a table, you can explore more features. For this, select *Table → Properties.*

b) **Inserting rows and columns:-**

To insert one row or column in the table:

   ❖ Place the cursor in the row or column before or after which you want to add new rows or columns.

   ❖ Click on the *Rows Above or Rows Below icons in the Table toolbar* to insert one row above or below the selected one.

   ❖ Click on the *Columns Left* or *Columns Right icons in the Table toolbar* to insert a column to the left or right of the selected one.

   ❖ Choose *Insert → Rows Above/Below or Insert → Columns Above/Below.* Set number to define the number of rows or columns to be inserted, and select the Position as Before or After.

   ❖ Click **OK** to close the dialog box.

c) **Deleting rows and coulmns**

   ❖ To delete one or more rows or columns, place the cursor in the row or column you want to delete and do one of the following:

   ❖ Click on the Rows or Columns icons on the Table toolbar

   ❖ Right-click and choose *Delete → Rows* or *Delete → Columns.* Press *Alt+Delete* on the keyboard and use the arrow keys to delete rows or columns as described above for inserting.

d) **Splitting and merging tableOne** table can be split into two tables, and two tables can be merged into a single table. Tables can only be split horizontally.

i. To split a table

   ❖ Place the cursor in a cell that will be in the top row of the second table after the split (the table splits immediately above the cursor).

   ❖ Choose *Table → Split Table* from the Menu bar.

   ❖ A Split Table dialog opens. You can select No heading or an alternative formatting for the heading—the top row(s) of the new table.

   ❖ Click **OK**. The table is then split into two tables separated by a blank paragraph.

(ii) **To merge two tables**
- ❖ Delete the blank paragraph between the tables. You must use the Delete key (not the Backspace key) to do this.
- ❖ Select any cell in one of the tables.
- ❖ Right-click and choose Merge Tables in the context menu. You can also use *Table → Merge Table* from the Menu bar.

(e) Deleting a table

(i) To delete a table
- ❖ Click anywhere in the table.
- ❖ Choose *Table → Delete Table* from the Menu bar.

<div align="center">Or</div>

- ❖ Select from the end of the paragraph before the table to the start of the paragraph after the table.
- ❖ Press the *Delete* key or the Backspace key.

(f) Copying a table
- ❖ To copy a table from one part of the document and paste onto another part:
- ❖ Click anywhere on the table.
- ❖ From the Menu bar choose *Table → Select → Table.*
- ❖ Press *Ctrl+C* or click the *Copy* icon on the Standard toolbar.
- ❖ Move the cursor to the target position and click on it to fix the insertion point.
- ❖ Press *Ctrl+V* or click the *Paste* icon in the Standard toolbar.

(g) Moving a table

To move a table from one part of a document to another part:
- ❖ Click anywhere in the table.
- ❖ From the Menu bar, choose *Table → Select Table*.
- ❖ Press *Ctrl+X* or click the **Cut** icon in the Standard toolbar.
- ❖ Move the cursor to the target position and click on it to fix the insertion point.
- ❖ Press *Ctrl+V* or click the **Paste** icon in the Standard toolbar. (This pastes the cells and their contents and formatting.)
- ❖ Return to the original table, click somewhere in it and then choose *Table → Delete Table* from the Menu bar.