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INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

RAUSHAN DEEP DATE:-24.05.2020 (SUNDAY)

UNIT 3: DIGITAL PRESENTATION(INTERMEDIATE)

SESSION 3: WORKING WITH TABLES

Working with table presentation software enables the user to add tables in the slides in order to represent data meaningfully.

Purposes of creating tables in digital presentation

- ❖ Tables are a versatile managerial tool which can be used to convey information alone or to accompany another type of data representation.
- ❖ The correct preparation of tables allows researchers to efficiently and with significant visual appeal present information about tens or hundreds of individuals, making the results easier to understand and therefore more attractive to the users of the information produced.
- ❖ Always visible Header Row
- ❖ Banded rows and formatting
- ❖ Sorting and filtering
- ❖ Using calculated columns
- ❖ Total row and calculating table data
- ❖ Inserting and deleting rows and columns
- ❖ Using structured reference
- ❖ Easy data entering
- ❖ Ensuring data integrity
- ❖ Dynamic charts

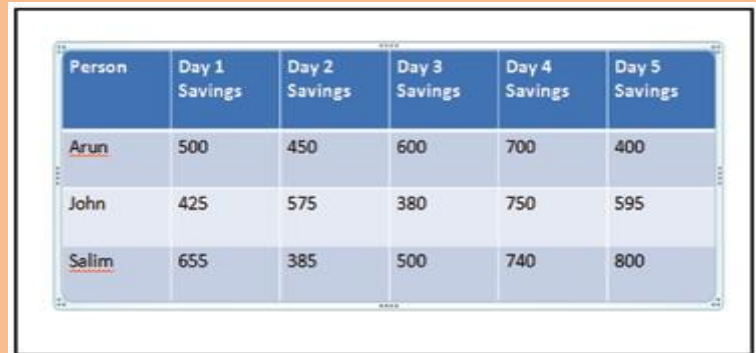
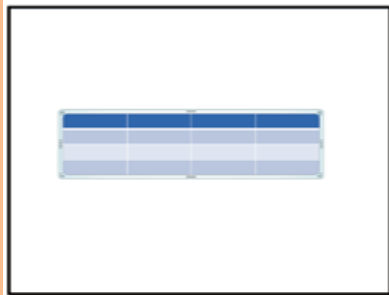
Open a new file using presentation software. You can insert a table in two ways:

- Using Insert tab
- Using Title and content option

Click on Table option under **Tables group** in the Insert tab, a drop down figure as shown below



You can learn to create tables in word processor by dragging the mouse over requisite number of boxes. Now go ahead and try the Insert Table....and Draw Table options to create table



Person	Day 1 Savings	Day 2 Savings	Day 3 Savings	Day 4 Savings	Day 5 Savings
Arun	500	450	600	700	400
John	425	575	380	750	595
Salim	655	385	500	740	800

EXERCISE

Fill in the blanks:

1. _____ are used to represent the statistical data meaningfully in a presentation.
2. T able option is available in _____ group under the Insert tab.
3. Two ways to create a table are: _____ & _____.
4. Additional tabs that will be available for editing and formatting the table are _____ & _____
