

**Course
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Test Series**

Creating Tables in MS Word

Microsoft Word

Module 22 - Creating Tables in MS Word

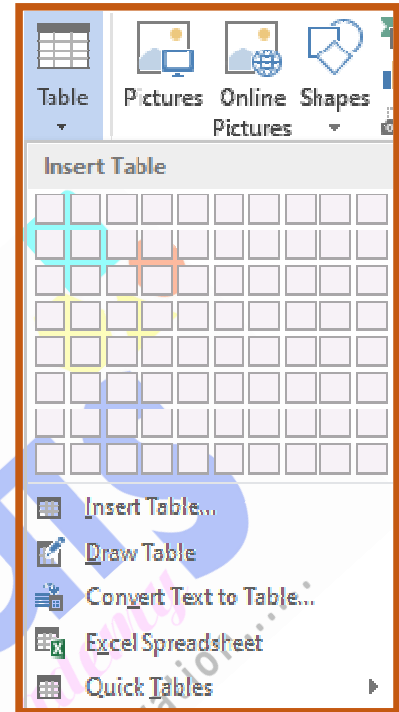
What is a Table?

In MS Word, a table is like a grid made up of rows and columns, similar to a spreadsheet. It's used to organize information in a neat and structured way.

Each row is a horizontal line, and each column is a vertical line. Where they intersect, you get cells, which are the small boxes where you can type or store information.

Row - A row is a horizontal line of cells in a table, where each cell holds specific information.

Column - A column is a vertical line of cells in a table, where each cell holds data of a specific type or category.



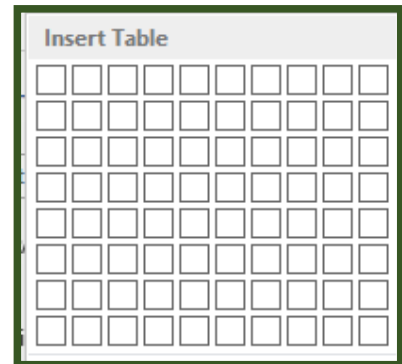
6 Ways to Insert a Table in MS Word

In MS Word 2010, there are Six different ways to insert a table:

- Grid table Insert Tab > Table Button:** Click the "Insert" tab, then click the "Table" button to select the size of the table by dragging over the grid.
- Insert Table Insert Tab > Table Button > Insert Table Option:** Click the "Insert" tab, then click the "Table" button, and select "Insert Table" to manually specify the number of rows and columns.
- Draw Table:** Click the "Insert" tab, then the "Table" button, and select "Draw Table." You can then draw your table manually by dragging the lines.
- Convert text to table:** Insert Tab>Convert text to table.
- Excel spreadsheet** Insert Tab > Object > Microsoft Excel Worksheet.
- Quick Tables:** Click the "Insert" tab, then the "Table" button, and choose "Quick Tables" to insert pre-designed table templates.

Method 1 - Using Grid Table

The "Grid Table Method" generally refers to a technique used for organizing and presenting data in a grid-like structure, typically in the form of rows and columns. This method helps in



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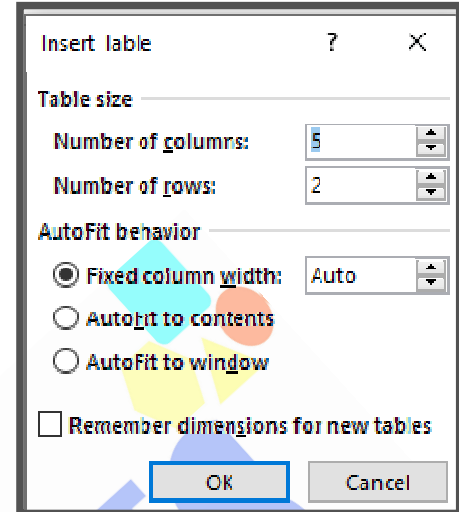
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comparing different data points, drawing relationships, and making it easier to analyze or visualize information.

Method 2 - Directly using Insert Table

"Insert Table" in MS Word is a feature that allows you to add a table to your document to organize information in a structured way. A table is made up of rows (horizontal lines) and columns (vertical lines), where each cell is formed by the intersection of a row and a column.

When you insert a table, you can add data to each cell in a neat and clear format. This is helpful for things like lists, schedules, or comparing data.



AutoFit Behavior

Option	Explanation
Fixed Column Width	Sets columns to a fixed width that doesn't change.
AutoFit to Content	Adjusts column width automatically based on content.
AutoFit to Window	Resizes columns to fit the width of the document window.

Method 3 - Using Draw Table

"Draw Table" in MS Word allows you to manually create a table by drawing the rows and columns with your mouse.

It gives you the flexibility to customize the table's structure exactly as you want, rather than selecting a pre-defined grid.

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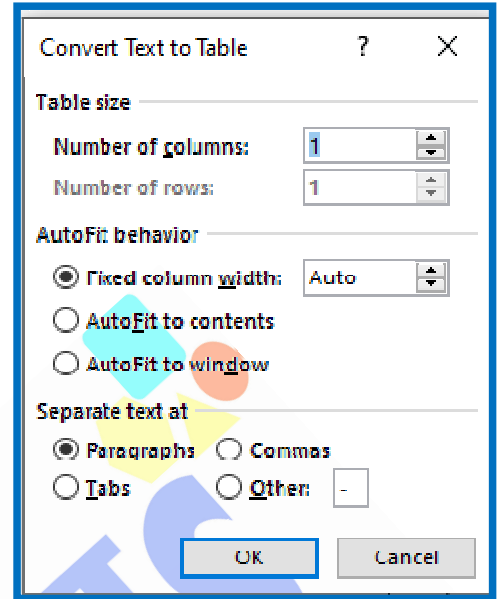
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Method 4 - Using Convert Text to Table

"Convert Text to Table" in MS Word allows you to quickly turn a block of text into a table. This feature is useful when you already have data separated by spaces, commas, tabs, or other delimiters and want to organize it in a table format.

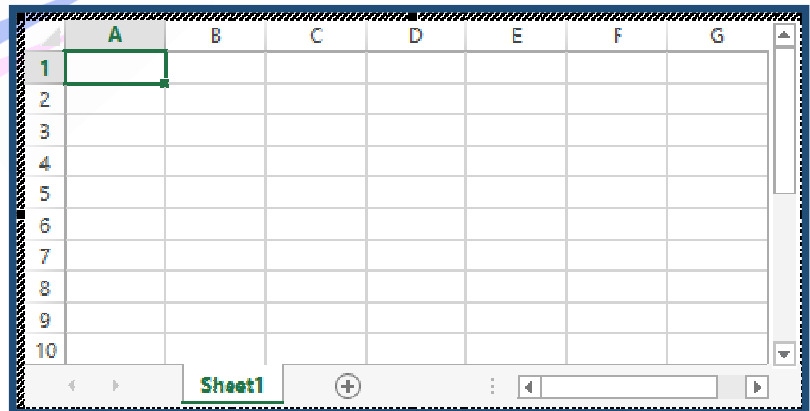


Different Options in Convert Text to table dialog Box

Option	Explanation
Tab	Separates the text into columns wherever there's a tab space.
Paragraph	Separates the text into rows wherever there's a paragraph break.
Comma	Separates the text into columns wherever there's a comma.
Other	Allows you to specify a custom delimiter (like a semicolon or space).

Method 5 - Using Excel Spreadsheet

An Excel spreadsheet is a type of document created in Microsoft Excel that allows you to organize, analyze, and store data in a grid of rows and columns. Each cell in the grid can hold different types of data like numbers, text, or formulas.



It is used for tasks such as budgeting, data analysis, and creating

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charts. Excel also offers features like calculations, sorting, and filtering to help manage and work with large sets of data efficiently.

Method 6 - Using Quick Table

A Quick Table in MS Word is a feature that allows you to insert pre-designed, ready-to-use table templates into your document. These tables are pre-formatted with designs that are useful for various purposes like calendars, lists, and schedules, saving you time from having to create a table from scratch.

Applications of Tables in MS Word:

We use tables in MS Word for several reasons:

- **Organize Information:** Tables help organize and present information in a clear, structured format, making it easier to read and understand.
- **Comparison:** They allow for side-by-side comparison of data, such as lists, schedules, or pricing details.
- **Alignment:** Tables help align text, numbers, and other content neatly within rows and columns, ensuring consistent formatting.
- **Professional Appearance:** Using tables gives documents a more professional and polished look.
- **Efficiency:** Tables help present large amounts of data in a compact and efficient way, saving space while making the information more accessible.
- **Custom Layouts:** They allow for customization of rows, columns, and cell formatting to meet specific needs.

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Calendar 1

December

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Calendar 2

MAY

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Calendar 3

December

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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Save Selection to Quick Tables Gallery...

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Assignment

Make this following Table in MS Word

Item ID	Item Name	Category	Quantity In Stock	Unit Price	Total Value
101	Laptop	Electronics	50	\$700	\$35,000
102	Printer	Electronics	30	\$150	\$4,500
103	Office Chair	Furniture	20	\$100	\$2,000
104	Desk Lamp	Furniture	40	\$30	\$1,200
105	USB Drive	Electronics	100	\$20	\$2,000

Sales ID	Product Name	Quantity Sold	Unit Price	Total Sales
S001	Laptop	10	\$700	\$7,000
S002	Smartphone	15	\$300	\$4,500
S003	Headphones	20	\$50	\$1,000
S004	Tablet	5	\$400	\$2,000

152
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