

Department Of Computer Application (BBA)  
Dr. Rakesh Ranjan

BCA Sem - 2  
**Inserting Tables**

Inserting tables :- table is the facility in msword to create tabular data insertion in the MS Word Document. We can insert table from insert menu .

Step –I move the cursor at the appropriate place in the document where we want to insert the table

Step\_II select table option from insert menu or from tool bar

Step III- we have option either select number of row and column to display table on screen or choose draw table where we can manual draw row and column of the table

Step\_IV - adjust the size of the row or column by simple mouse dragging on the cross section of row or column on the ruler line

Step V – insert the data into the row/column by using TAB or Arrow Key

1<sup>st</sup> option

s.n	Rollno	Name	Course	Marks1	Marks2

2<sup>nd</sup> option

Name	Fee deposited

3<sup>rd</sup> option

*1 qualification table*

s.no	Name	qualification	marks		Marks	
			internal	external	total	grade

Vivek Kumar		
Mohit kumar		
Sangam Kumari		
sadaf		

2 qualification

Step \_ VI to merge the row or column -> select the desired cell and right click → choose merge option

Step \_VIII-> to split the cell or row/column → we can choose right click and split option . or we can draw as we want by insert → table → draw option .

Step –VIII → we can format the table manually by selecting the cell or table and implementing the formatting option.

Or we can format the table as right click → and select format table option as table properties.

We can insert caption of the table by selecting the table and choosing insert caption from popup dialog box display after right clicking the table

Text Direction :-

We can change the direction of the text in the table by selecting text and choosing text direction from popup window comes after right clicking on the table.

### Setting border and shading in the table

Followings are the steps to insert border and shading in the table

Step I Select the table under consideration

Step II right click to the table and select border and shading option

Step III from this dialog box we set border and shading option .

MAY						
M	T	W	T	F	S	S
	1	2	3	4	5	6

# MAY

M	T	W	T	F	S	S
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

City or Town	Point A	Point B	Point C	Point D	Point E
Point A	—				
Point B	87	—			
Point C	64	56	—		
Point D	37	32	91	—	
Point E	93	35	54	43	—

Table menu → excel work sheet

sn	name	roll marks				
		56				
		88				
		78				
		67				
		289				