CLASS 4

SUBJECT- COMPUTER

SCHOOL- CARMEL SCHOOL MADHUPUR

CHAPTER-1   COLUMNS AND TABLES IN WORD 2013

1. INTRODUCTION:

        * MS Word comes with an in-built feature, for creating columns, to create newsletters, magazine pages, bulletins, etc

        * To use this feature, Click on Page Layout tab and on this ribbon click Columns option in Page setup group.

        * Tables refer to multiple pieces of data related to each other.

        * MS.Word's Table feature gives us a wonderfully flexible way of aligning text in a grid of rows and columns.

        * The individual boxes in a grid, are referred to as cells.

2. CREATING TABLES IN WORD 2013

ANS- * Using Table Templates: On the insert tab, click Table and than click the template that you want

        *Using Visual Table grid: click Table ,and then under insert table ,8drag to select the number of rows and columns .

        * Using the insert Table command: click Table, and then click insert table. fill number of rows and column ,click ok.

3. CREATING TABLES BY VISUAL TABLE GRID:

ANS- STEP 1- Move the cursor to the place you want to insert the table

        STEP-2- Click the Table drop down over the insert tab ribbon.

        STEP 3- Draf through the grid and select number of rows and columns, release the mouse button

        STEP 4-   To increase the number of rows press TAB key.

        STEP 5- To increase the number of columns , right click on the column and select insert.