

# Table





# What is Table

- A table is a grid of rows and columns that intersect to form cells.

The lines that mark the cell boundaries are called gridlines.





- It's often easier to read or present information in table format than in paragraph format. 63 number of columns can be inserted in a table.





# Features

## Quick tables

- It gives you easy access to many of the most commonly used table layouts. For example, you can insert a quick table into a document to create a calendar, then you can edit that table.





- A user can build a table according to their needs and save it in the quick table gallery for further reuse.





# Draw tables

- Move the mouse pointer where you want to draw your table, hold down the left mouse button, and drag the mouse to draw your table.

You can draw a table according to your wish.



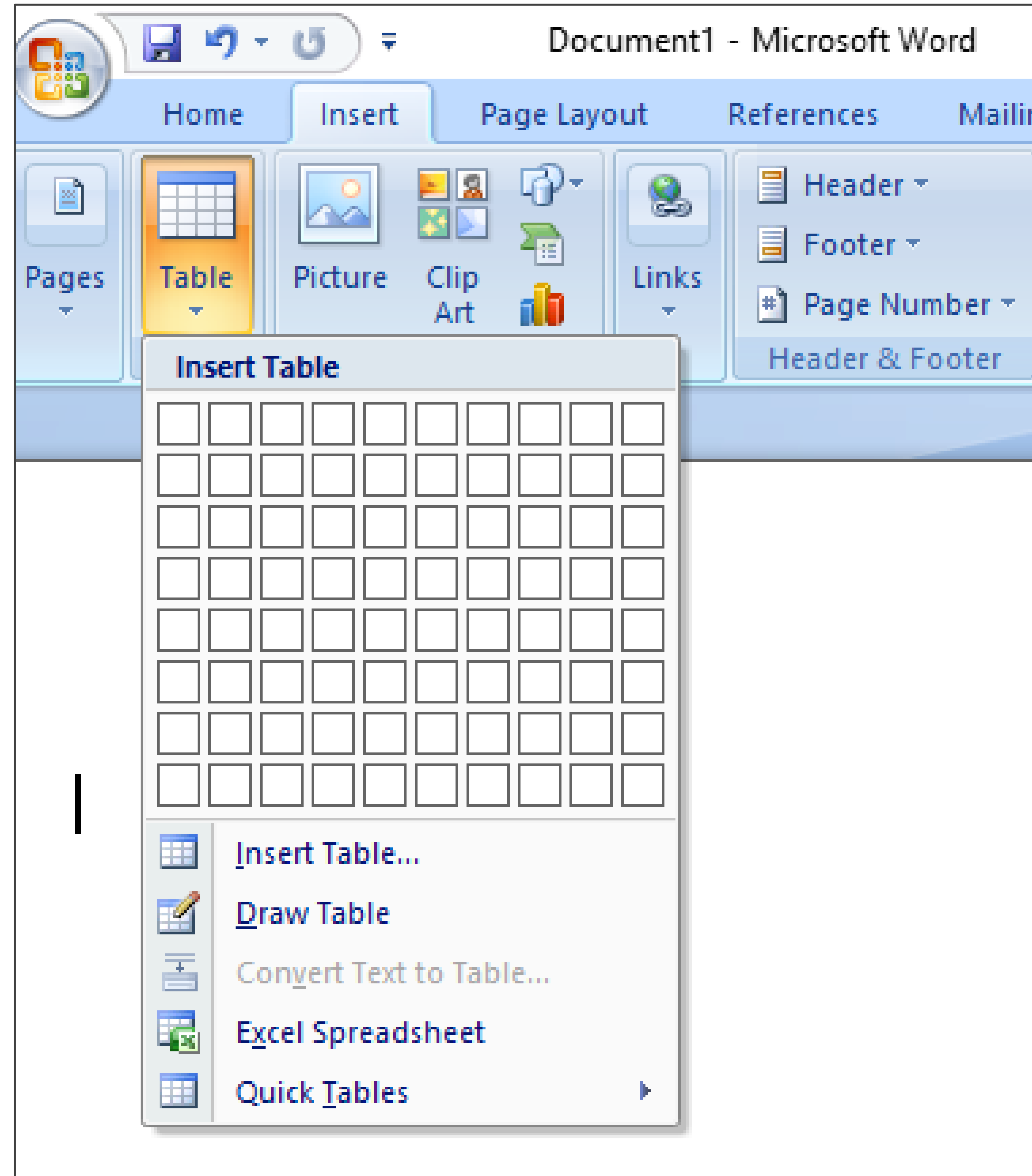




# Insert table

- Click on the Insert Tab.
- Click the Table Button and then select how many cells, rows and columns you want the table to display. You can click Insert Table and then enter the number of columns and rows to create.





The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Table' button in the ribbon is highlighted, and the 'Insert Table' dialog box is open. The dialog box contains a grid of 10 columns and 10 rows. Below the grid, there are five options: 'Insert Table...', 'Draw Table', 'Convert Text to Table...', 'Excel Spreadsheet', and 'Quick Tables'.





# Table design

- Go to design tab.
- And you can Select your Table Design orelse we can customize table design .



Document1 - Microsoft Word

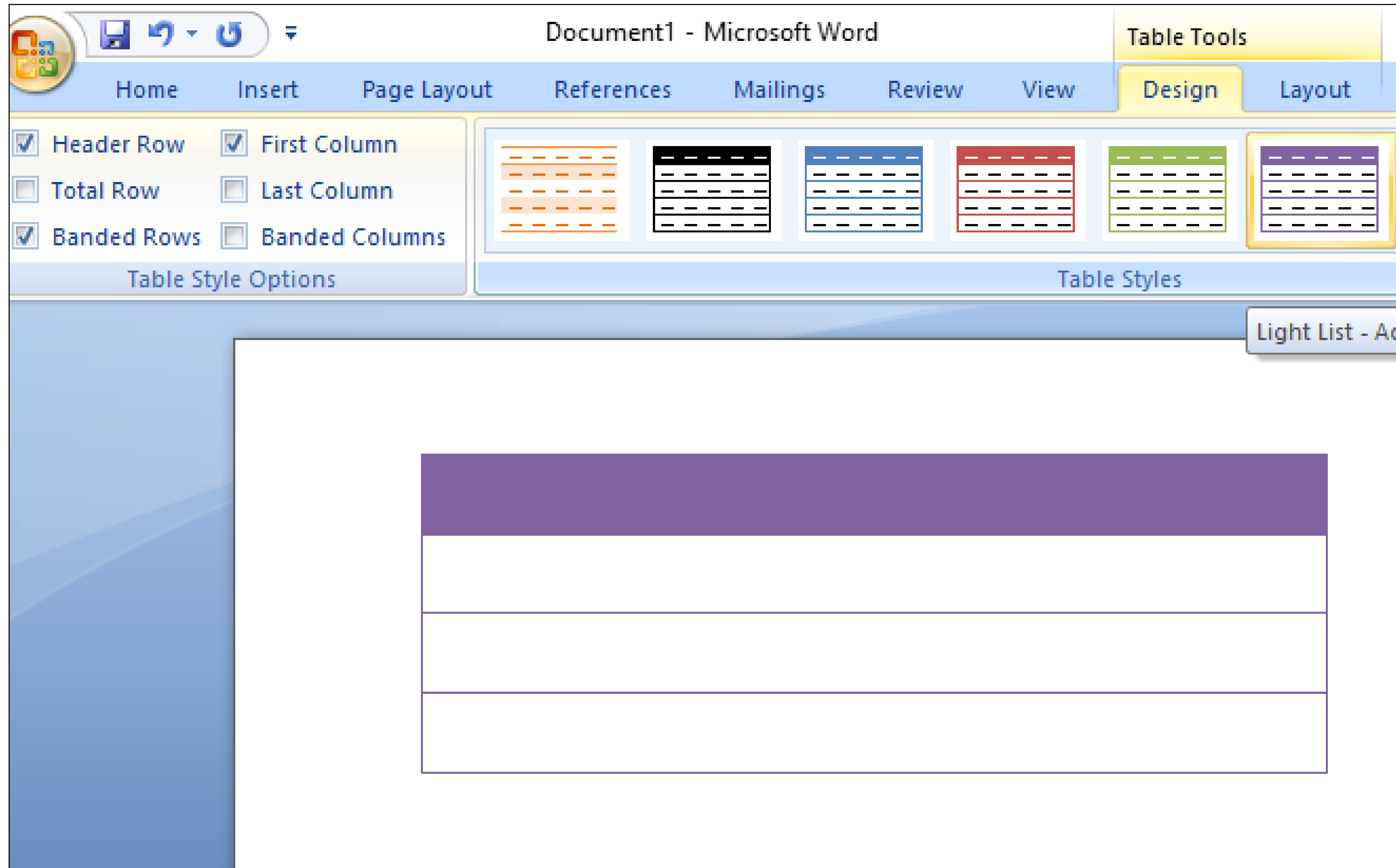
Table Tools

Design

Table Style Options

- Header Row
- First Column
- Total Row
- Last Column
- Banded Rows
- Banded Columns

Table Styles



Light List - Acc	

## Table design