

Welcome for today's session on the tables inserting filling and formatting the table and inserting the pictures and video.

From unit 2, which is an introduction to data handling, processing, analysis, and presentation software. This is module number 14 and myself Ms. Vinita V. Korgaonkar, assistant professor from Government College of Arts and Commerce,

So what is the outline for today's session?

Inserting filling and formatting of tables, Inserting the pictures and inserting the videos. So what the student is going to study in this module? what are the learning outcomes? The students will be able to

Show the insertion of the table, Formatting the table

Demonstrate the image insertion and video insertions in the file. So before starting, how exactly you have to insert a table in the word file, you have to know what is a table? table is nothing but a composition of the columns and the rows. The verticals are the column and the horizontals are the Rows. So why the table is required? The table is a systematic way of organizing the information instead of putting everything in the word paragraph. So the table makes it a more systematic display of data.

Presenting your document in the file so below shown is a structure of the table. Where in You can see the rows and columns and the cells are the intersections of the rows and columns. What we going to study is how to format the

table. The formatting of tables which include the use of the table styles to format the table. You can add or remove the border and the shading of the table. You can add a new cell or the row or the column to the existing table as well as you can delete the row.

Or the column from the table. You can also merge the cells into one cell, or you can split the existing cell into the multiple cells, so we'll see how to insert the table in the word file. So this is your plane word file where you want to insert the table. But you can see the Insert tab, click on the Insert tab where you can see the table. Click on the table option. The dropdown will show you multiple options.

First option where you can directly select how many rows and the column you want.

You can see the insert ted table. This is an option where the number of columns and rows or the draw the table directly or freehand using the mouse. Right now I will use the option of this where I can define the columns. Say I want for Row and the column say 4columns. Click on this, it will generate a table on my word file. You can structure this column as per your convenience, say item restructuring this inserted table, you can restructure this table by just resizing the cells in the table.

Say I'm putting some.

Data in the table, say a serial number, name, roll number.

I am inserting some data in the table

in this example. I am also entering data where I'm inserting in this cell. Now how to do the formatting of this table? When you selecting this table you get additional 2 tabs on the top. That is the design and layout of the table. go to the design you can see the table style option from where you can put the color to your table. I'm selecting one of the design for my table.

Again, I'm selecting this table. I'm going to select the table layout option where I can see that as the number of options available, like inserting the new column in the table, the after or below, left or right. Or you can modify this existing table. I want a new column to be inserted at the end of this address column, so I'm selecting this address over here and I'm saying the insert to the right so it's creating the new column to the right of this table say example. I want to insert the new call.

So after I will just keep the mouse on this row and selecting insert below so it will create a new row in the table. Similarly, if for example, I want to merge these two cells then I have to select this to cell and select merge option , it will merge this cell into one cell so instead of two.

Similarly, if I want to again split this cell select this cell which you want to split.

And you can see split the cell into number of columns and the say example two and so this becomes.

Two different cells. The next topic what we're going to study is inserting the image in word file.

It's for example you have to create the word file by putting the image in file. There are some options where you can directly browse your image. The first option is the clipboard option and the second option is selecting the image from your local files.

The next is how to insert the video in your MS Word file to insert the video, you have to go to the Insert tab and you have to select or you have to browse the video from your local file or from online. So we'll see how to insert the video and the image in your word file. So this is the document which already has inserted a table in the word file.

Now I want to insert the image in this word file. So go to the Insert tab, select the picture and you can browse your picture from here. Once you select the image, you can format it or resize this image. You double click on this and you get the multiple options available for resizing this image. The other way of inserting the image is to keep the cursor on the word file, go to the Insert tab and select online pictures.

In the online pictures, you can directly go to your browser and select the file. The next is inserting the video in your file to insert a video in the file, go to again, insert option, go to the object option and select the object from your dropdown options. Once you select the object, you will get the two options over here, either you create new or create from file select the option 'create from file' option and browse your video and say insert. Either you click the link to

the file or you can display it as an icon on the desktop.

Click OK and it will come over here as this is the name of the
the video is a sample video and this is the extension when you
double click on this.

The video will play in the window

These are my references for the presentation. Thank you.