



# Session: Manage Tables and Lists

#### **Recap Activity**

- What are the shortcut keys to find and replace text?
- What are the various activities you can do using formatting text feature?
- What are the steps to apply text effects?
- List the steps to create text in columnar format

#### **Create Tables**

- > Tables <u>can</u>organizse text into cells.
- > Tables can make the text easy to type, edit, and format in the document.

4A

4B

4B

4C

4C

4B

4B

4C

> Tables are useful for presenting text information and numerical data.

			Name	Score
Weel Have v	kly Chore	es **2	John Doe	238
Nicholes	Netele	Jake	John Danicks	241
<ul> <li>Set the table</li> <li>Clear the table</li> <li>Dry the dishes</li> </ul>	<ul> <li>Feed the days</li> <li>Take aut the subbah</li> </ul>	<ul> <li>Feed the outs</li> <li>Wash the datas</li> </ul>	Hanson Lim	258
<ul> <li>Feed the cote</li> <li>Kigh the dishes</li> </ul>	<ul> <li>Set the table</li> <li>Clear the table</li> <li>Bry the dates</li> </ul>	<ul> <li>Feed the dogs</li> <li>Take out the rabbah</li> </ul>	Catherine Windsor	194
<ul> <li>Feed the days</li> <li>Take out the within</li> </ul>	<ul> <li>Feed the cots</li> <li>Wash the dotset</li> </ul>	<ul> <li>Set the table</li> <li>Clear the table</li> <li>Do: The dates</li> </ul>	John Doe	235
Set the table     Clean the table	Feed the dig:     Take set the	<ul> <li>Feed the outs</li> <li>Work the</li> </ul>	John Doe	239
<ul> <li>Dry the dates</li> <li>Feed the cats</li> <li>Wash the</li> </ul>	Set the table     Case the table	<ul> <li>Feed the dogs</li> <li>Take eat the</li> </ul>	Shane Midtown	158
dishes     Clean backroom     Both the chain	Dry the distance     Crash bedroom     Wath the car	<ul> <li>Clear bedraam</li> <li>Clear the real</li> </ul>	Jane McLaren	242
	Week Have yo Hithola Schrift Robert Berne Mile Berne Mile Berne Mile Berne Mile Berne Bere	Weekly char           Have you done you           Note           Startings           Startings           Other Startings	Weekly Chores           Bury our done yours?           Image: State of the state of th	Weekly Chores         Ame           Hore year done years?         John Doe           Torman and formation of the second

Category	Amount
Menu Items	\$828.45
Beverage Items	\$315.50
Paper Items (Plates, silverware, cups)	\$135.15
Rental Equipment (Tables, chairs, linens)	\$277.75
Service Fee (18% of menu items ordered)	\$122.33
Total	\$1,679.1

#### To convert text into table:

# NASSCOM





	sle - Word				🛕 Lak	ishmi Kundu 🛛 🕔	- 1
	Mailings Rev	ew View	Help Design	Layout 🔷 📿		you want to do	
					Shading	Border Styles - Z Pen	Color *
		Table Styl	s				Borders
- 1.3	1 2 .	1 - 3 - 1 - 4 -	· 🔳 1 · 6 · 1 · 7 ·	1 - 8 - 1 - 9 - 1 -	10 🔳 - 11 - 1 -	$12 \cdot \cdot \cdot \cdot 13 \cdot \cdot \cdot 14 \cdot$	1 + 15 + 1≣ 16 +
4	Red. vellow		blue, green,		orange.	purple	

- > Select the text.
- Click Insert > Table > Convert Text to Table.
- > Enter the number of rows and columns.
- > Select an option under the section Separate Text At.
- Click OK.
- > You can see the text converted to a table.

#### To convert table <u>in</u>to text:

- > Select the table.
- > Click Table Tools > Layout.
- > Click Convert to Text.
- > Select the option under Separate Text With
- > Click OK.
- > The table is converted to text.



# NASSCOM<sup>®</sup>



# Sort Table Data

### Steps to To-Sort Table Data:

- Select the <u>↓</u>able.
- > Select the Sort option in the Layout menu.
- > Select the Sort by column.
- > Click OK.



## Additional options for Sorting Table Data

I

 Word can sort data in a table alphabetically, numerically, or chronologically.







- > It can sort information in ascending (low to high / A to Z) or descending (high to low / Z to A) order.
- > You can sort an entire table or a portion of a table by selecting what you want to sort.
- > You can choose the appropriate column heading in the drop-down list.
- > In the Type drop-down, you can choose the type of sort: Text or Number or Date.
- > In the 'Using' drop-down list, you can select 'Paragraphs'.

## To Sort Data with Case-Sensitive Letters Alphabets

- > Click Options.
- > Click Case Sensitive.
- > Click OK.

Sort by				
Name of the	~ Туре:	Text	~	Ascending
	Using:	Paragraphs	~	O Descending
Ihen by				
	<ul> <li>Type:</li> </ul>	Text	~	Ascending
	Using:	Paragraphs	~	O Descending
Then by				
	<ul> <li>Type:</li> </ul>	Text	~	Ascending
	Using	Paragraphs	~	O Descending
My list has				
Header row OI	No header row			
Options			OK	Cancel

Sort Options		?	×
Separate fields at Iabs Commas Qther:			
Sort options  Sort column only  Case sensitive  Sorting Janguage			
English (United States)	~		
	ОК	C	ancel

#### Configure cell margins and spacing

## Cell Margin

The margin in a table cell is the amount of blank space between the cell content and the cell border.

		Directorate Geno
Config	ure + <u>t</u> able cell margins	
•	Table cell margins can be changed for a row, column or even a single cell.	Table Properties ? X Table Properties ? X Table Bow Column Cgll Alt Text
•	You can change the Geell margins for a single row or for the entire $\mp_{\underline{t}}$ able.	see ✓ Preferred width: 2.51 cm  → Measure in: Centimeters  ✓ Vertical alignment
		Tog <u>C</u> enter <u>B</u> ottom
To chai	nge cell margins for the entire <b>T</b> table:	Cell Options ? ×
•	Select the whole table.	Top: 0 cm + Left: 0.5 cm +
•	Right click the table and choose Table Properties from the menu.	Options Options

Wrap text

ОК

Cance

NASSCOM\*

- In the new window, choose Options in the lower right corner.
- Under Default cell margins, set the margin for top, bottom, left, and right.

OK Cance





Options for Mmerging and Ssplitting Ccells

- > Merging is combining two or more cells into a single cell.
- > Splitting is dividing a cell into two or more cells.

# Merged Cell Split Cell

## Merging and Ssplitting Ccells - Options

Select the options for splitting and merging cells under the Layout section of Table Tools.

				Table Tools		
Review Vie	v Help	Design	Layout	Ŷ	Tell me w	hat you war
<ul> <li>Merge Cells</li> <li>Split Cells</li> <li>Split Table</li> </ul>	1.04 3.13	cm ‡ ⊟ cm ‡ ⊞			A Text Direction	Cell Margins
Merge	Cel	l Size	r₂	А	lignment	

table

а



#### Resize Itables, Rrows, and Ccolumns

- Resize an entire table to improve readability or to improve the visual effect of your document.
- You can also resize one or more rows, columns, or individual cells in a table.
- You can resize by holding the mouse on a table element and dragging.

#### Repeating row header on multiple pages

- A repeating row header <u>repeats means repeating</u> the row header on every page, if the table runs over multiple pages.
- The first method of doing it is to use the option Repeat Headers Rows from the Layout tab.
- The second method off doing this is to use the Table pProperties.





#### Format Paragraphs as Numbered and Bulleted Lists

- Microsoft Word allows you to organizse content using bulleted and numbered lists.
- Bulleted and numbered lists can be used in your documents to outline, arrange, and emphasize text.
- Numbered lists are useful in Word for many different types of documents, such as forms, registries, or even an outline.
- You can use numbers, bullets, or multi-level numbering to represent text.

To create a bulleted list:





# NASSCOM<sup>®</sup>



- Click the Bullets button.
- Select a Bullet type.

#### To create a numbered list:

- Select the text. you
- Click the Numbers button.
- Select a Number style.

2			
3			
Numbering	Library		
	1	1)	
None	2	2)	
	3	3)	
L	A	a)	
II.———	B	b)	
	c	c)	— L
a	i.———		
ь	ii.———		
c			*
± <u>C</u> hange	List Level		•
Define N	lew Number For	mat	
Set Num	bering Value		

To change the formatting of the bullets in a list:

- Select the text.
- Select the bullet type you want.







- Bullet and number fonts, colours, and size are all controlled by the Font attributes.
- You can change the text formatting of bullets or numbers in a list without making changes to the text in the list.

#### Custom bullet characters and number formats

- You can customize the look of the bullets in your list to emphasize certain list items and personalize the design of the list.
  - Word allows to format bullets in a variety of ways.
  - Use symbols and different colo<u>u</u>rs, or even upload a picture as a bullet.

														_		
Symb	loo													?		$\times$
<u>F</u> ont:	Wing	dings					$\sim$									
0	1	2	3	4	5	6	$\bigcirc$	8	9	10	0	0	0	€	4	^
6	6	Ø	8	0	0	C3	<b>C</b> 3	ଚ୍ଚ	63	ò	-	Ż	જી	•	•	
•	0	0	•	$\odot$	0	0	-		▲	+	★	≭	¥	۰	☀	
+	¢	<b></b>	д		٢	☆	Ð	Ð	⊕	ூ	$\odot$	Θ	Θ	$\odot$	⊕	~
<u>R</u> ecen	tly use	ed sym	nbols:													_
€	£	¥	C	®	тм	±	≠	≤	≥	÷	×	$\infty$	μ	α	β	
Unico Wing	de na dings:	me: 163					<u>C</u> ha	racter	code:	163	fr	о <u>т</u> : S	5ymbo	l (deci	mal) Cancel	~

Recap:

- A table is a grid of cells arranged in rows and columns.
- Tables can make the text easy to type, edit, and format. Tables are useful for various tasks, such as presenting text information and numerical data in a meaningful way.
- The spacing within cells and cell borders can be changed.
- Cells in a **T**table can be merged or split as you need.
- You can convert text to table and vice versa.







- You can sort data in a table alphabetically, numerically, or chronologically.
- Numbered lists and bulleted lists can make your document to-look nice. You can even create <u>Mm</u>ulti-level <u>Nn</u>umbering and custom bullets.