INSERTING TABLES, OBJECTS AND PRINTING DOCUMENT

7.1 Working With Tables

A table is a grid with a specified number of rows and columns. A well-designed table can help readers to understand better what you are trying to convey.

7.1.1. Different Techniques To Insert Table

There are two methods to create a table :

- Using table Icon
- Using Insert Table dialog box

Using Table Icon

To insert a table quickly from the standard tool bar:

1. Place the insertion pointer where you want the table to appear.

2. Click the down arrow on the right side of the Table icon ▦ on the standard toolbar.

3. In the drop down grid, move the mouse to select the number of rows and columns for the table.

4. The table will appear at the location of the insertion pointer.

Using The Insert Table Dialog Box

To insert a table with more control over the settings and properties, use the Insert Table dialog box. To open the dialog box, click **Table → Insert → Table or Ctrl +F12.** The Insert table dialog box appears as shown in Figure 7.1:
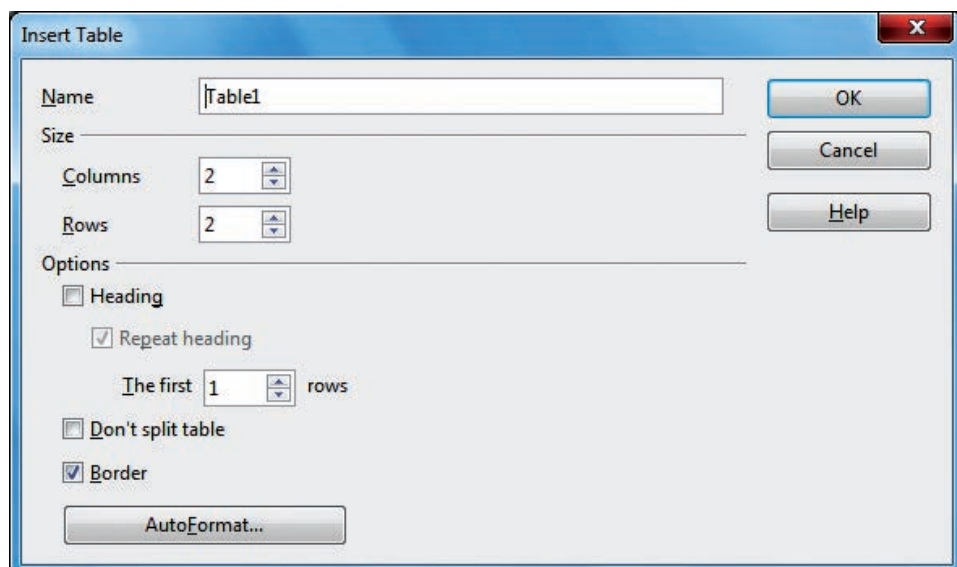

Figure 7.1 Insert Table Dialog Box

- In the **Name text box** give a suitable name to the table.

- Specify the number of columns and rows either using spin arrows or enter the value directly.

- Click the **Heading** check box to make the first row of the table as heading, The **Repeat heading** check box can be enabled to repeat the heading row when the table spans more than one page.

- Select the **Border** check box to display table with grid.

- Click **OK** button to create a table.

Entering data into theTable :

Once the table is created with the specified number of rows and columns, you are ready to enter data.

The table is normally created with uniform row height and column width in the entire area. The insertion pointer is placed in the first cell(intersection of row and column) and you can start typing the text into the cell. You can easily move from one cell to the next cell towards right by pressing the **Tab** key and press

Shift + Tab to move towards left. Once the table is created the Table formatting toolbar appears on the formatting toolbar as shown in Figure 7. 2. This toolbar can also be opened by **View → Toolbars → Table**.

7.1.2 Inserting And Deleting Rows And Columns

Inserting Rows

To insert rows in a table there are different ways :

1. The easiest way to add a row is to press **Tab** from the last cell.

2. To insert a single row anywhere, place the insertion pointer in that particular cell and click the **Insert row** icon from the Table Formatting toolbar.

3. To insert more than one row, click **Table → Insert → Rows,** the Insert Rows dialog box appears as shown in Figure 7.3, enter the value using spin arrows or type the number directly. In the position option, select Before or After radio button to specify the position of the row.
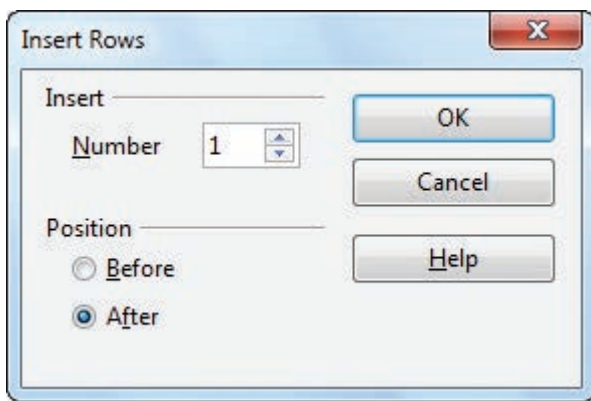
4. Click OK button.

Figure 7.2 Table Formatting toolbar

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Figure 7.3 – Insert Rows dialog box

Inserting Columns

To insert columns there are different ways

1. Place the insertion pointer in the particular column and click the **Insert column** icon to insert a blank column right of the insertion point.

2. To insert more than one column, place the insertion point in the particular column and click **Table → Insert → Column,** the insert column dialog box appears as shown in Figure 7.4, enter the value using spin arrows or type the number directly.

3. In the position option, select Before or After radio button to specify the position of the column.
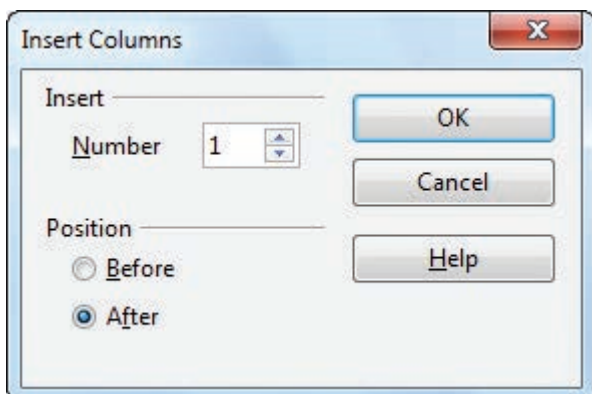
4. Click OK button.

Figure 7.4 – Insert Columns dialog box

Deleting Rows And Columns

To delete rows and columns:

1. To delete a single row, place the insertion pointer in the row or to delete more than one row, select the rows to be deleted and click delete row icon from the Table Formatting tool bar (or) select **Table → Delete → Rows**, the selected row/ rows will be deleted.

2. To delete a single column, place the insertion pointer in the column or to delete more than one column, select the columns to be deleted and click delete column icon from the Table Formatting tool bar (or) select **Table → Delete → Columns**, the selected column/ columns will be deleted.

Deleting Contents of A Table

1. To delete the contents of a table :

• Select the contents of the table to be deleted and click **Delete** key, The contents will be deleted, the table will remain as it is.

Deleting An Entire Table

1. To delete the entire table :

• Select the entire table by **Edit → SelectAll** or **Ctrl + A**

• Click **Table → Delete → Table**

• The entire table is deleted.

7.1.3 Merging and Splitting Cells

To merge a group of cells:

1. Select the cells to merge.

2. Click **Table → Merge Cells** or click **merge cells icon** or **Right Click → Cell → Merge,**

3. The selected cells will be merged into a single cell.

To split a single cell:

1. Place the insertion pointer inside the cell.

2. Click **Table → Split Cells** or click **Split cells icon** *or* **Right click → Cell → Split**, the split cells dialog box appears as shown in Figure 7.5.
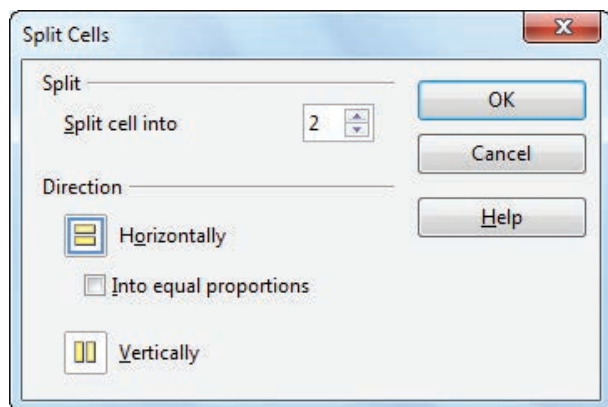

Figure 7.5 Split cells Dialog Box

3. Select the number of cells to split using spin arrows or enter the value directly.

4. Select the direction of the split, horizontally (for rows), or vertically (for columns).

5. A single cell is split into the desired number of rows and columns.

7.1.4 Resize the position of Table

A newly created table will occupy the entire width of the page area by default. The table can be resized as per our requirement:

• To resize a table quickly, move the mouse over the table edge until the cursor becomes a double headed arrow, and drag the border to its new desired position.

To resize a row height / column width using Mouse :

To resize row height

• Move the insertion pointer over the horizontal border for the row height now the insertion point will change into double headed arrow , click and drag to resize the row height.

To resize column width

• Move the insertion pointer over the vertical border for the column width now the insertion pointer will change into double headed arrow , click and drag to resize the row height.

To resize column width using dialog box

• To give precise measurement for column width, Click **Table → Table Properties**, the Table Format dialog box as shown in Figure 7.6
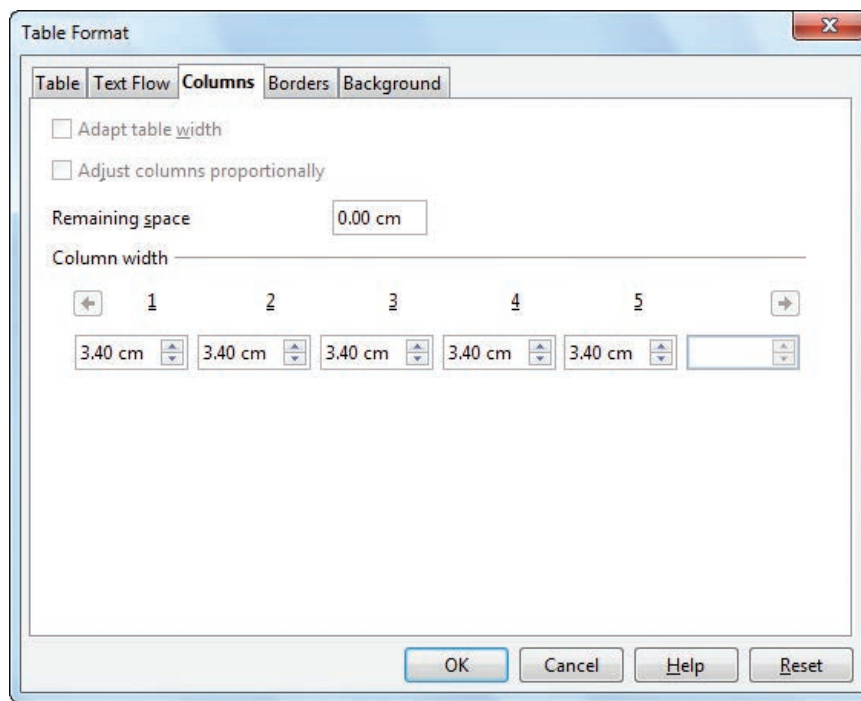
Figure 7.6Table Format Dialog Box

- Click the Columns tab. In the column width spin box enter the new column width or use spin arrow for the columns.

- Click OK button.

- The width of columns are resized as per the new values.

7.2 Formatting The Table

Formatting a table involves formatting of the table layout, formatting of the table text, changing borders, background and autoformating.

7.2.1 Changing Background

To change the background of a table in a document:

Place the insertion pointer inside the table.

1. Select **Table → Table Properties.**

2. Select the **Background** tab inside the Table Format dialog box as shown in Figure 7.7.

3. In the **For** section, choose to apply the background to the cell, row or table.

- **Cell:** To apply background to a cell or a group of selected cells.

- **Row:** The background will be applied to the entire row or group of selected rows.

- **Table:** The background will be applied to the entire table.

4. In the **As** section, choose to apply a color or graphic:

- To apply **color**, select the color from the color palette and click **OK** button.
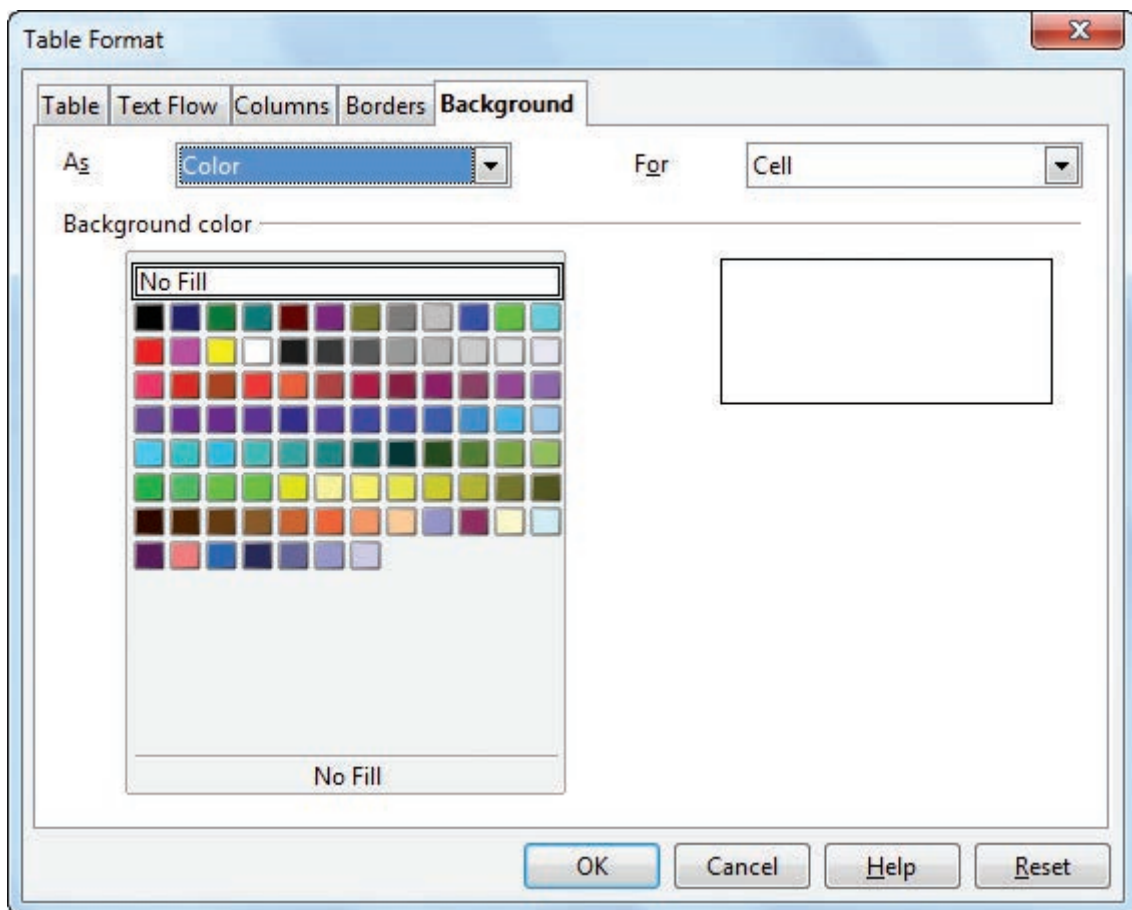
Figure 7.7 Table format dialog box - Background

- To apply graphic, select **Graphic**, click on the browse button to select the required image file and click **OK** button. The image appears in the selected cell as background.

7.2.2 Changing Text Direction In Table

To change the text direction

- Select the text to change the direction in the cell.

- Select **Format → Character,** the character dialog box appears.

- Click Position tab, in the Rotation / scaling option,

- Select the required rotation angle(0, 90, 270, Fit to Line) and click OK.

7.2.3 Changing Table Border

To change the table border, select **Table → Table Properties,** the Table Format dialog box appears, select Borders Tab , you can set the borders for a table or a group of cells.
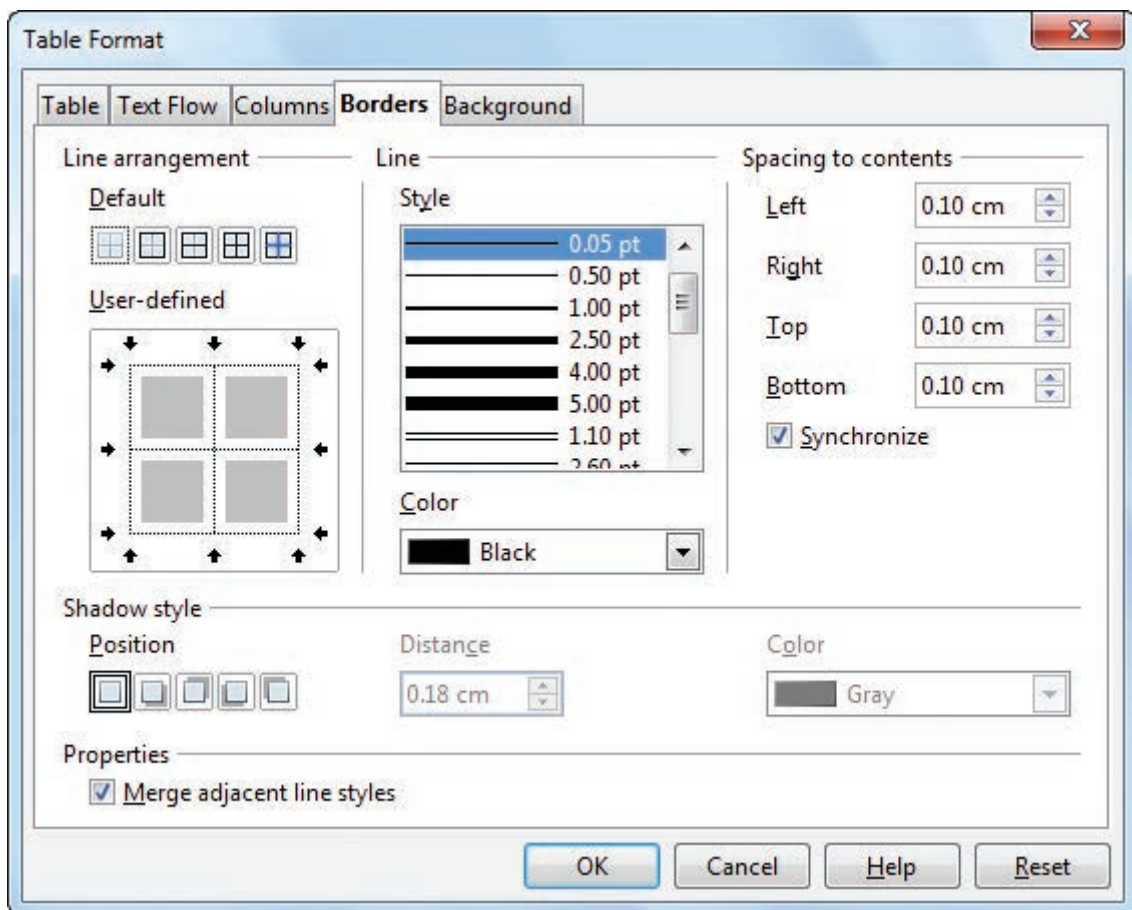
Figure 7.8Table format dialog box to apply borders

Properties of Border

- **Line arrangement** specifies how the borders apply. Writer provides five arrangements as shown in Figure 7.9, you can modify the arrangement by clicking on the line arrangement you want to customize.

Figure 7.9 Line Arrangement

- **Line** option specifies the border style.

- **Color** option helps to select the color of border line.

- **Spacing to contents** option specifies how much space to leave between the border and cell contents.

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7.2.4 Autoformating Table

The AutoFormat option helps to format the table with predefined styles. This is a simple and easy way to format tables. AutoFormating can be applied by :

- Create a Table with the desired number of rows and columns.

- Click **Table → AutoFormat**

- A set of already designed styles with predefined names are available in the Auto Format dialog box as shown in Figure 7.10.

- Select the desired style and click OK button.

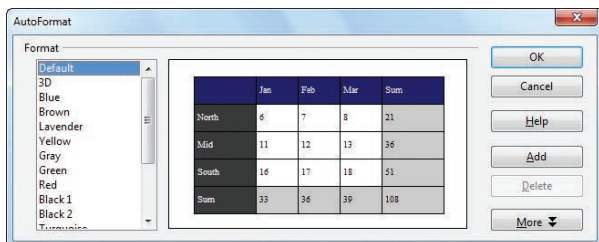- The selected style is applied into your table.

Figure 7.10 Auto format Dialog Box

7.3 Inserting Formulae in Tables

We can use formulae in Writer to perform spreadsheet like calculations easily.

To perform calculations on the data in the table

- Create a Table with the following data:

Item sold	Jan	Feb	Total
Books	15	70	
Pens	30	50	
Ruler	25	25	
Total Goods			

Click in the empty cell where you want a calculation.

- Choose Table → Formula or press F2 and you will get the spreadsheet-like toolbar with the formula entry field.

Figure 7.11Formula Tool bar

- If you want to add a range of cells then in the current cell type = <B2:B4>and press Enter key. The total will appear as given in the example below.

NOTE

This method is applicable only to find summation of the selected range. The cell address must be in capital letters.

Item sold	Jan	Feb	Total
Books	15	70	
Pens	30	50	
Ruler	25	25	
Total Goods	=<B2:B4>		

- The formula Toolbar as shown in Figure 7.11 can be used when the user wants to perform other arithmetic calculations.

Item sold	Jan	Feb	Total
Books	15	70	=<B2>+<C2>
Pens	30	50	
Ruler	25	25	
Total Goods	**70**		

- If you want to perform calculations using individual cells, individual cell reference should be placed within <> .

Note : In the table structure the columns are labelled as A, B, C……and the rows are numbered as 1,2,3,…… etc. For Ex. The first cell is referred as A1, B1 etc.

- In the above example, to find the sum, of the books purchased in January and February, the total is calculated using the formula =<B2>+<C2>.

- A subtraction formula for instance is given as =<B2>-<C2>.

- If you want something more complicated than addition, subtraction, multiplication, and division, click on the formula dropdown list as shown in Figure 7.12.
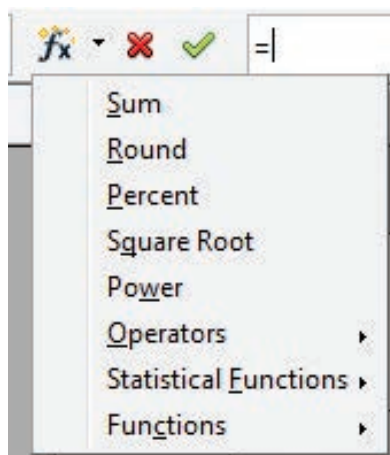

Figure 7. 12 Formula dropdown list

Workshop

7-1 Open a new document.

- Using icon or table menu create the given table with 5 rows and 6 columns with the labels S.No., Name, Maths, Phy, Che and Total

- Calculate the Total of three subject using SUM functions.

- After the sixth row add a new row and type suitable data for the new row.

- Delete the second row using icon or command.

- Using icon or command after the second column add a new column and type suitable data for the new column.

- Delete any one column using icon or command.

- Save and close the document.

7-2 Open the document created in workshop-7.1.

- Do the following options

- Change the border style and border line width for one table.

- Change height and width for the row and column respectively.

- Save and close the document.

7-3 Create a new document.

- Create a 4 x 4 table using icons in toolbar or using commands.

- Split any one row/ column in one given table into more than one cell using icon or command.

- Merge any two or more row / column in the given table using icon or command.

7-4 Open the document created in workshop-7.1.

- Delete the table content.

- Perform all table formatting options for this table.

- Add two more rows and columns and also delete the rows and columns.

- Save and close the document.

7.4 Inserting Objects

7.4.1 Inserting And Formatting Pictures

Open Office Writer has the ability to insert and edit images in a simple way. The picture gallery of the Writer consists of a collection of images from which the desired image can be selected and inserted into the document. To insert an image from a file, the steps are as follows:

- Place the insertion pointer where you want the image to appear

- Select **Insert → Picture → From file**

- The **insert picture dialog box** appears where the picture gallery opens from which the desired picture can be selected.

- If the picture is not in the gallery, then browse the picture from the folder, choose the desired picture.
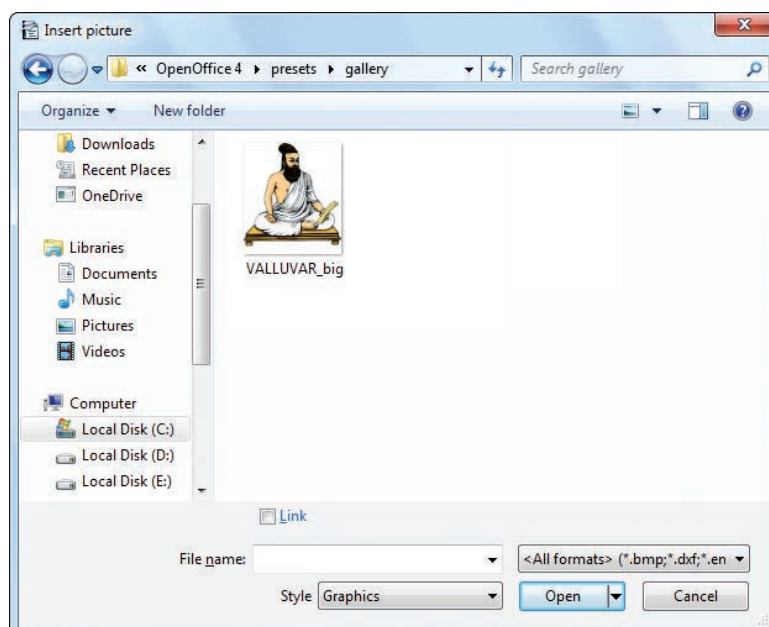
- Click on the Open button.

Figure 7.13 Picture Toolbar

- The selected picture is inserted into the document. Figure 7.13 shows the Insert Picture dialog box.

Formatting Pictures

Using Picture toolbar of Writer one can modify the format of the inserted picture.

A click inside the picture displays the picture toolbar as shown in Figure 7.14 which helps to format the picture by cropping the picture, adding borders, setting the height and width, changing the background color and performing various other formatting.


Figure 7.14 Picture Toolbar

- To increase and decrease the size of the picture, click and drag at the four corners.

- Clicking on **Crop tool** displays the cropping handles, Click and drag a handle to crop an image. Click the Crop command to deselect the crop tool.

- Clicking on Default drop down arrow displays options like Black and white, Grey scale or Water mark (background) while default option displays the picture as original.

- Clicking on **Flip horizontally icon** flips the picture horizontally.

- Clicking on **Flip vertically icon** flips the picture vertically.

- Clicking on **Transparency icon** helps to adjust the clarity of the picture in %.

7.4.2 Inserting Special Character And Equations

Many symbols which are used in a mathematical equation like alpha (∞), beta (β), pi (π) etc., are not available on the standard keyboard. However,representing these characters are very much essential in mathematical equations. To insert such characters, the procedure given below is followed:
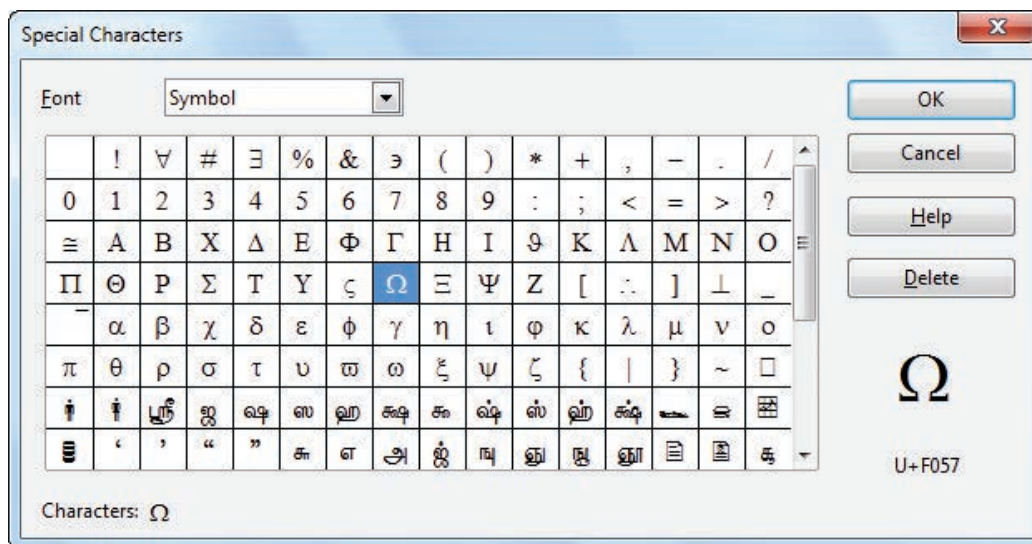

Figure7.15 Insert Symbol Dialog box

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- Place the insertion pointer in your document where you want the character to appear

- Click on the **Insert → Special Character**

- The **Special Character dialog box** appears as shown in Figure 7.15 from which the desired symbol can be selected by clicking on the character.

- Click the OK button to insert the special character.

Open Office Writer helps to insert mathematical equations using the various symbols. These equations can be inserted by following the steps below:

- Click on the **Insert → Object → Formula**

- The equation editor opens at the bottom of the screen.

- Click in the equation editor and type the equation.

- To include symbols in the equation Right-click in the equation editor and select the symbol from the pop-up menu.

- Click inside the document to include the equation in the document and this will automatically exit the control from equation editor.

- Double-click on a formula to edit the equation.

7.4.3 Inserting And Editing Shapes

OpenOffice Writer uses the drawing tools, to create various shapes by using the Drawing toolbar. Select **View → Toolbars → Drawing** to display Drawing toolbar as on Figure 7.16 which contains various drawing tools.

To use a drawing tool:

- Click in the document where you want the drawing.

- Select the **tool** from the **Drawing toolbar**. The mouse pointer changes to a **cross-hair pointer.**

- Move the **cross-hair pointer** to the place in the document where you want the drawing to appear and then click-and-drag to create the drawing object. Release the mouse button. The selected drawing function remains active, so you can draw another object of the same type.

- To cancel the selected drawing function, press the **Esc** key or click on the **Select icon** on the **Drawing toolbar**.

Figure7.16 Drawing toolbar

- You can now change the properties (fill color, line type, width, etc.) of the drawing object using the **Drawing Object Properties toolbar.**

- Click on **T** Icon to create a text box and type any amount of text which can be moved anywhere into the document.

7.4.4 Inserting Page Break

OpenOffice Writer inserts a page break automatically when the content exceeds a page, this is known as soft page break. Sometimes the user need to insert a page break manually, it is called as hard page break.

1. Place the insertion pointer in the document where the page break is to be inserted.

2. Select **Insert → Manual Break,** the Insert break dialog box appears as shown below in Figure 7.17.
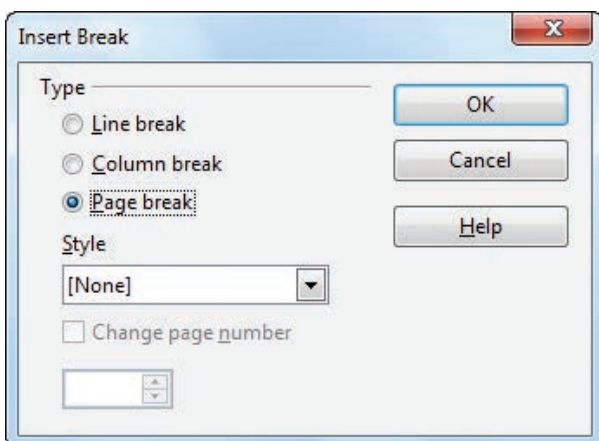

Figure 7.17 Insert Break dialog box

3. Under the type option choose Page break and click **OK** button .

4. A page break is inserted at the current location.

7.4.5 Inserting Word Art

WordArt is a feature in OpenOffice Writer which includes effects such as shadows, outlines, colors, gradients, and 3D effects that can be added to a word or phrase to make it more presentable and attractive.

To insert WordArt , the steps to be followed are :

- Click the **Fontwork icon** on the Drawing toolbar.

- Fontwork gallery window with various font work is displayed as in Figure 7.18.

- Double-click on the required Font work style, and type the required word or phrase and click OK button.
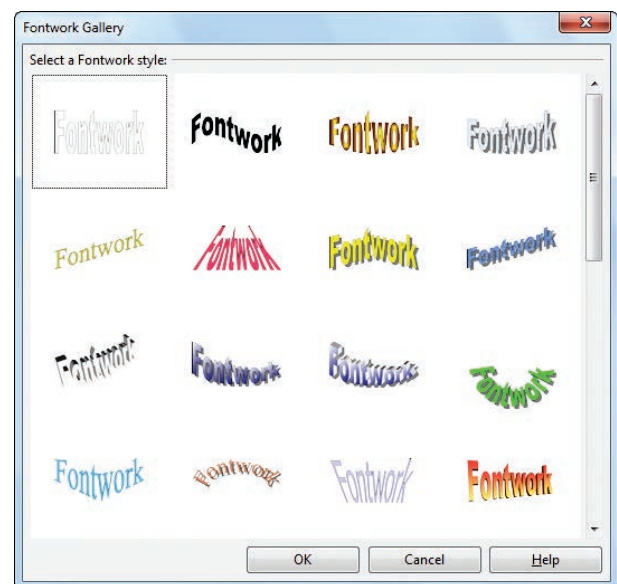

Figure 7.18 WordArt Dialog Box

7.4.6 Inserting Auto Text

AutoText allows the user to assign text, tables, graphics and other items to a key or key combination. For example, rather than typing "TamilNadu" every

time you use that phrase, you might just type "tn" and press F3.You can also save a formatted Tip as AutoText and then insert a copy by typing "tip" and pressing F3.

To assign AutoText shortcut to some text, the steps are as follows:

1. Select the text for which shortcut is to be created. So that it is highlighted.

2. Select **Edit** → **AutoText** (or press **Ctrl+F3**).

3. In the Name textbox, type the shortcut. Writer will automatically show one letter shortcut in the Shortcut textbox.

4. Click the ▼ of the AutoText button on the right and select New (text only) from the menu.

5. Click Close to return to your document.

6. Once the entry is created, to insert the auto text into the document, place the insertion point where the text is to be inserted and click **Ctrl+F3.**

7. Select the name from the list of entries and click Insert button or type the shortcut and press F3.
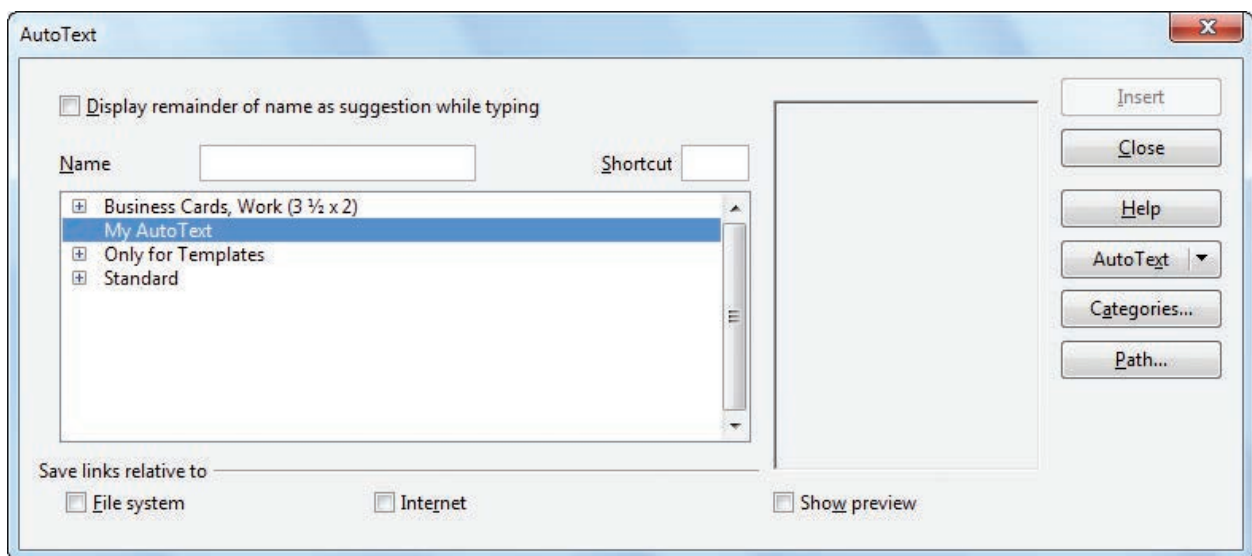
8. The auto text is inserted into your text.

Figure 7.19 Auto text Dialog Box

Note

If the only option under the AutoText button is Import, either you have not entered a name for your AutoText or there is no text selected in the document.

7.5 Page Preview, Setting the printer and Printing a Document

7.5.1 Preview the document to be printed

It is a good practice to preview the document before taking the print out. The steps to be followed to preview the document :

1. Click **File → Page Preview,** or click the **Page Preview button** 🔍. The Writer displays the Page Preview toolbar displayed on Figure 7.20.

Figure 7.20 Page Preview Toolbar

2. In the page preview toolbar click **Multiple pages** icon to display multiple pages.

3. To close the preview click on **Close Preview** button.

7.5.2 Setting the Printer and Printing

The following are some steps to change the printer setting :

1. Click **File → Print** or **Ctrl+P** or Print File icon which opens the Print dialog box that appears as shown in Figure 7.21.
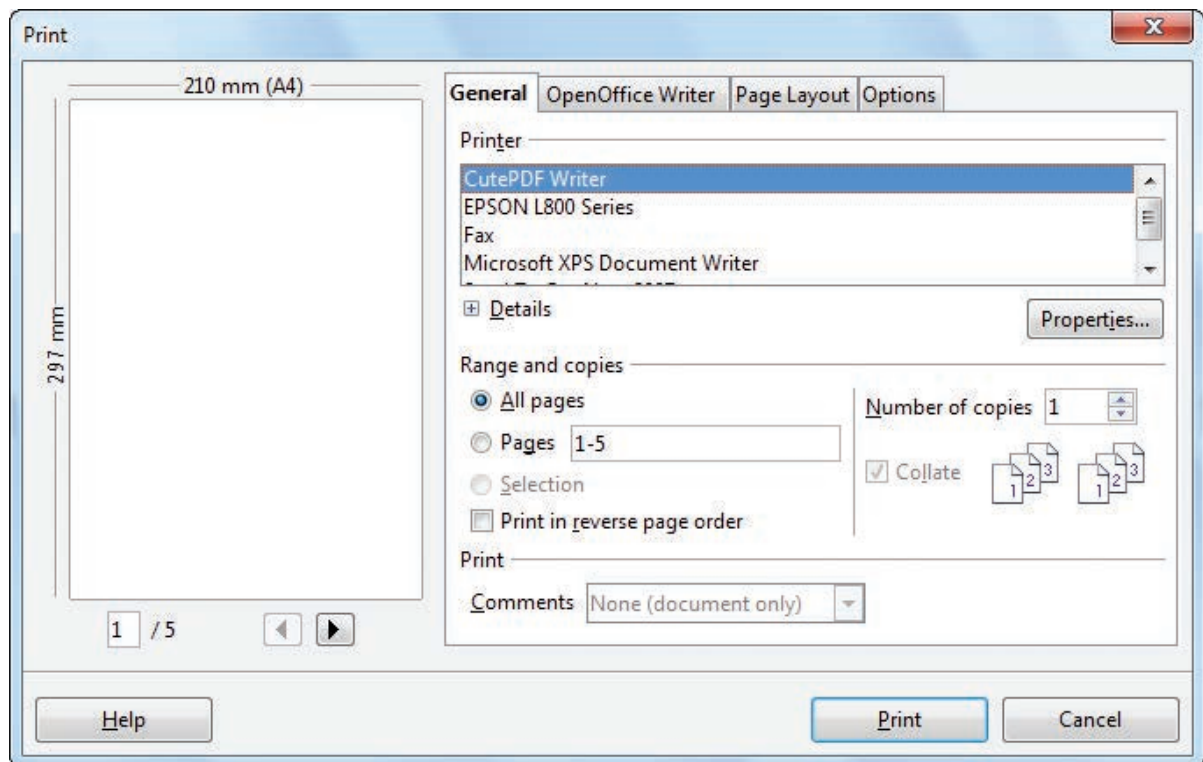

Figure 7.21 Print Dialog box

2. Click General tab.

3. Select the required printer from the list of printers

2. Under Range and copies section : select **All pages** option to print   all pages, select **Pages** option to specify the particular page or page range.

3. Specify **Number of copies** using spin arrows.

4. Click **Print** button.

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7-5 Open the document created in Part-1 workshop-1.

- Download images related to Dr. A.P.J ABDUL KALAM from internet and insert the images in the document at required place using command or icon.

- Open the document in Part-III – workshop-1 , download images related to the content from internet and insert the images at required place.

- Save the document and close.

7-6 Open a new document.

- Using the commands to insert special characters, special symbols

- Type the following equations (i) $A\alpha+Br+c\beta$ (ii) $\pi r^2 h$.

- Using drawing toolbar insert various drawings/ shapes in your document

- Save and close the document.

7-7 Open the document created in workshop-2

- Using Autotext command or keyboard shortcut create shortcut for "Vital Information Under Seize" as "VIRUS" and make it appear in one document.

- Using Print icon change printing attributes, preview and print the document.

7-8 Open the document created in workshop-4 of part I of ch-6

- Insert suitable picture of a circle.

- Type the formula for the circumference of a circle using insert special character option.

- Using drawing tools draw the following in the document.

- Print the document using print command.

Activity

Student Activity

1. Based on the concept of calculation using formulae, make the students type the Mark sheet in a table and calculate their total and average in writer.

2. Make the students prepare a invitation for school annual day with school name as Watermark.

3. Let the students prepare their class timetable in table format and format it in an attractive manner.

Teacher Activity

1. To show a demo to the students how to type a question paper by using formulas and special characters, changing the margins and printing in the practical session.

2. To show the students a demo of inserting a picture and applying crop , color changes, background and others features to modify it and make more attractive.

Evaluation

Part I Choose the Best Answer

1. To give precise measurement for column width, which command gets the Table Format dialog box?

   a. File→Table properties   b.Format→Table properties

   c. Table→Table properties   d. Table →Table format.

2. Which option helps to assign text, tables, graphics and other items to a key or key combination?

   a. Autoformat   b. Automatic

   c. Auto text   d. Autographics

3. Which command on the insert menu is used to insert a page break in the document?

   a.ManualBreak   b. Hard page break

   c. Section break   d. Page Break

4. What is the short cut key to open the insert table dialog box?

a. Ctrl + F5   b. Ctrl + F8

c. Ctrl + F10   d. Ctrl + F12

5. Which icon on the drawing toolbar gets you a text box?

a. Text icon   b Text box icon

c. Draw icon   d. Draw box icon

Part II Very Short Answers

1. How do you insert pictures in to your document?

2. Write the steps to insert special characters in a document?

3. How do you split and merge cells in a table?

4. What is the use of WordArt in writer?

Part III Short Answers

1. Write about the drawing toolbar

2. How do you insert rows and columns?

3. How do you change the clarity of the picture in background?

Part IV Explain

1. Write the steps to create autotext for a word.

2. How do you resize the position of a table?

3. How do you format pictures?

4. Write the steps to preview before printing and steps in printing a document.

5. Write the steps to compute the sum for a set of data in a table by using formulae.