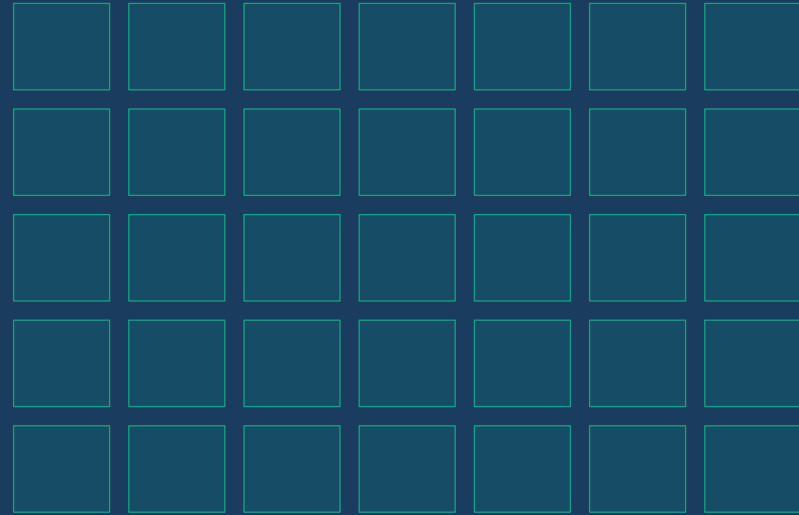


Word Processor

Tables



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What is a Table?

The building block of organized information

A table is a grid of

Rows & Columns

Each box in the grid is called a CELL.
You can put text, numbers, or images in any cell.

Student Name	Grade	Score
Ali Hassan	A+	98
Sara Ahmed	B	85
Omar Zaid	A	91

→ ROW

A horizontal line of cells (left to right)

↓ COLUMN

A vertical line of cells (top to bottom)

□ CELL

The single box where a row & column meet

Why Use Tables?

Tables make information easier to read and compare

✗ Without a Table

Product: Laptop, Price: \$800, Stock: 5
Product: Phone, Price: \$400, Stock: 20
Product: Tablet, Price: \$350, Stock: 12
Product: Headphones, Price: \$80, Stock: 50

Hard to read!
Difficult to compare prices.
Easy to miss information.

✓ With a Table

Product	Price	Stock
Laptop	\$800	5
Phone	\$400	20
Tablet	\$350	12
Headphones	\$80	50

Clean & easy to read!
Simple to compare prices.
Everything is organized!

How to Insert a Table

Two easy ways to add a table to your document

Method 1: Insert Menu Method

- 1 Click the Insert tab on the ribbon
- 2 Click Table
- 3 Move mouse over the grid to choose rows & columns
- 4 Click to insert!

Method 2: Quick Grid Method

- 1 Click Insert → Table
- 2 Use the visual grid that appears
- 3 Hover over squares to select size
- 4 Example: $3 \times 4 = 3$ columns, 4 rows

Parts of a Table

Knowing the names helps you work faster

HEADER ROW
(column titles)

DATA ROWS
(your content)

Month	Sales	Profit
January	1,200	\$240
February	1,450	\$290
March	1,800	\$360

CELL
(one box)

COLUMN
(vertical)

Adding & Deleting Rows and Columns

Modify your table structure at any time

+ Add a Row

- 1 Click inside the table at the row location
- 2 Right-click → Insert
- 3 Choose "Insert Rows Above" or "Insert Rows Below"

Tip: Press Tab at the last cell to add a new row instantly!

+ Add a Column

- 1 Click inside a column
- 2 Right-click → Insert
- 3 Choose "Insert Columns to the Left" or "Right"

Tip: You can add multiple columns at once by selecting multiple first.

✗ Delete a Row or Column

- 1 Click inside the row or column
- 2 Right-click → Delete Cells
- 3 Choose "Delete entire row" or "Delete entire column"

Warning: This removes the data too! Make sure before deleting.

Merging & Splitting Cells

Combine or divide cells to customize your table layout

MERGE CELLS → Combine multiple cells into one

Before:

Cell A	Cell B	Cell C
Data 1	Data 2	Data 3

↓ *Merge the top 3 cells*

After:

Title Spanning All Three Columns		
Data 1	Data 2	Data 3

How: Select cells → Right-click → Merge Cells

SPLIT CELLS → Divide one cell into many

Before:

ONE BIG CELL	Normal
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↓ *Split first cell into 2 columns*

After:

Part 1	Part 2	Normal
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How: Click the cell → Right-click → Split Cells → Enter number of rows/columns

Formatting a Table

Make your table look professional and easy to read

Table Styles

Ready-made designs from the Table Design tab. One click applies colors, borders, and shading.

Cell Shading

Change the background color of any cell. Great for highlighting headers or important rows.

Borders

Add, remove, or change the lines around cells. You can make borders thick, thin, or invisible.

Text Alignment

Align text inside cells: Left, Center, or Right — both horizontally and vertically.

Column Width

Drag the border of any column to resize it, or use Table Properties for exact measurements.

Row Height

Drag row borders to resize, or set a fixed height. Use for header rows to make them stand out.

Sorting Data in a Table

Arrange your data in alphabetical or numerical order

What is Sorting?

Sorting rearranges your table rows into a specific order — alphabetically (A→Z) or numerically (0→9).

- 1 Click anywhere inside the table
- 2 Go to Layout tab (Table Tools)
- 3 Click the "Sort" button
- 4 Choose which column to sort by
- 5 Pick Ascending (A→Z) or Descending (Z→A)
- 6 Click OK

Before Sorting

Name	Score
Zara	75
Ali	90
Mona	60
Hassan	88
Layla	72

After Sorting (A→Z)

Name	Score
Ali	90
Hassan	88
Layla	72
Mona	60
Zara	75

Sort
A→Z

Summary – What You Learned Today

Tables in Word Processor

1 A table organizes data in rows, columns, and cells

2 Insert via Insert → Table and choose your grid size

3 Add / Delete rows and columns using Right-click → Insert

4 Merge cells to create titles; Split cells to divide them

5 Format with Table Styles, borders, shading, and alignment

6 Sort data A→Z or Z→A using Layout → Sort