

**Course
&
Test Series**

Self-Made Assignment - MS Word

Merging, Splitting and Sorting of Tables in MS Word

Merging and Splitting Cells

1. Create a Table:
 - a. Open Microsoft Word and create a new document.
 - b. Insert a table with 6 rows and 4 columns.
2. Insert Data:
 - a. Enter the following data into the table:

Student Name	Age	Subject	Marks
Aryan Sharma	18	Mathematics	85
Priya Yadav	19	English	90
Rohit Kumar	17	Science	80
Anjali Singh	20	History	92
Sameer Gupta	18	Computer Sci.	88
Meera Jain	19	Geography	84

3. Merge Cells:
 - a. Select the first 2 cells in the "Student Name" column (Aryan Sharma and Priya Yadav).
 - b. Right-click and select **Merge Cells**. This will merge these two cells into a larger one.
 - c. Now, merge the entire last row across all columns (Student Name, Age, Subject, Marks).

Sorting the Table

1. Sort by Age (Ascending):
 - a. Select the entire table.
 - b. Go to the "Table Tools" ribbon and click on the "Layout" tab.
 - c. In the **Data** group, click on **Sort**.
 - d. In the Sort dialog box, choose to sort by the "Age" column in **Ascending** order.
 - e. Your table should now be ordered by age, from the youngest to the oldest.
2. Sort by Marks (Descending):
 - a. Select the entire table again.
 - b. Click on the "Sort" button.
 - c. In the Sort dialog box, choose to sort by the "Marks" column in **Descending** order.
 - d. Your table will now be sorted by the highest marks at the top.

Table Formatting

1. Choose a **Table Style** from the **Table Styles** group under the **Design** tab in the **Table Tools** section.
2. Select a style that enhances the readability and aesthetic of your table.

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Final Adjustments and Customization

1. **Apply Borders:**
 - a. Select the entire table.
 - b. Click on the **Borders** button in the **Design** tab and select **All Borders** to ensure the table cells are clearly visible.
2. **Change Font Style:**
 - a. Select the entire table and change the font style to **Arial** and font size to **12 pt** to ensure the text is clear and easy to read.



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