

Merging, Splitting and Sorting of Tables in MS Word

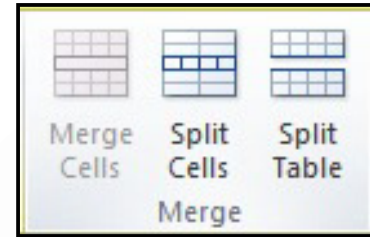
Microsoft Word

Module 25 - Merging, Splitting and Sorting of Tables in MS Word

Helping Tool of Table Layout Menu

Merge Group

The Merge group in the Table Tools > Layout tab in Microsoft Word 2010 allows you to combine or split cells within a table.



Key Features:

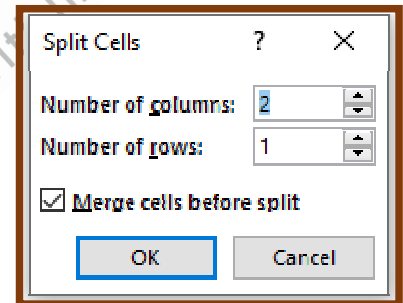
1. **Merge Cells:** Combines two or more selected adjacent cells into a single cell.
2. **Split Cells:** Splits a selected cell into multiple smaller cells (you can choose how many rows and columns to split it into).
3. **Spilt Table:** Split Table in Microsoft Word separates a single table into two separate tables at the point where your cursor is placed.

Merge Cell

Merge Cells in Microsoft Word is the process of combining two or more adjacent cells in a table into a single, larger cell. This is useful when you want to create headers or group content together within a table.

Spilt Cell

In Microsoft Word, a split cell refers to dividing an individual cell in a table into multiple smaller cells. This is often used when you want to organize information more efficiently within a table by creating more rows or columns in a particular cell.



Spilt Table

A split table in Microsoft Word refers to dividing a single table into two or more separate tables. This is typically done when you want to break a large table into smaller sections for better readability or organization.

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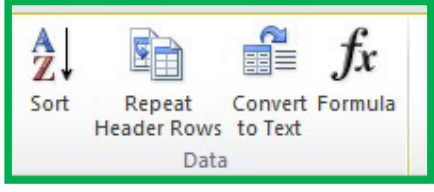
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Data Group - Layout Menu

In Microsoft Word, a Data Group in a Table generally refers to organizing and categorizing information within a table by using specific grouping methods. While Word doesn't have a built-in feature specifically called "Data Group," it can be understood as organizing rows, columns, or sections of a table to represent distinct categories or groups of data.



Data Group - Sort

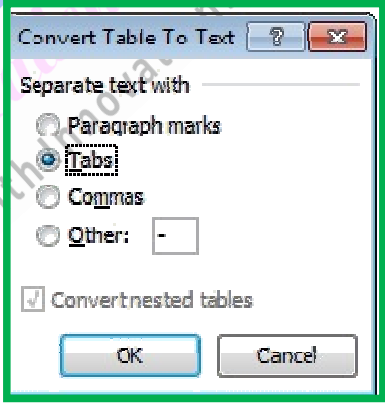
In Microsoft Word, Sort refers to the process of arranging the data in a table in a specific order, either ascending or descending, based on the content of one or more columns. Sorting helps organize the information and makes it easier to analyze or find specific data.

Data Group - Repeat Header Rows

In Microsoft Word, Repeating Header Row is a feature that allows the first row of a table to appear at the top of each page when the table spans multiple pages. This ensures that the column headings are always visible for easier reference, even as you scroll through the table.

Data Group - Convert to Text

In Microsoft Word, the Convert to Text feature allows you to take the content of a table and convert it into regular text. The data from the table is laid out in a continuous form, typically separated by a character like a comma, tab, or paragraph mark, depending on your choice.



Why We Used Convert to Text Simplifying the Layout:

- If you've used a table to organize data but no longer need the structure of rows and columns, converting it to text can simplify your document and remove unnecessary formatting.

Copying Data for Other Uses:

- When you want to copy data from a table and use it in another application (like Excel or email), converting it to text (such as separating the data with commas or tabs) may make it easier to paste and work with.

Formatting Flexibility:

- Sometimes, after using a table to arrange information, you might find it more flexible to work with the data as text. Converting the table to text allows you to apply different paragraph and text formatting that might be more difficult to apply within a table.

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Data Group - Formula

- The **Formula** option in the **Data** group in MS Word is used for performing basic calculations within a table. It allows users to apply functions like **SUM**, **AVERAGE**, **MIN**, **MAX**, and **IF** to numerical data inside table cells.

Assignment

Make this Following Admission Form in MS Word



SUNRISEVILLE SCHOOL
KHS-1&2, SECTOR - 25, NOIDA - 201301
PH: 0120-2538361, 2542467, 9968948230

Photograph of
the student with
Mother/Father
Jointly

S.N. School Code: 09938 Affiliation No. 2138381

ADMISSION FORM

Class in which admission is sought for: Session:

- (a) Full name of the Child (in capital letters):
- (b) Aadhar Card No. :
- (c) Sex: Male Female
- Date of Birth : Day Month Year
In words
Age of the student as on 31st March: Year Month Day
- Blood Group of the child:
- Do you belong to Gen./SC/ST/OBC/EWS/Disabled/S.G. Child attach certificate if applicable.
Gen. Cat. SC ST OBC EWS Disabled S.G Child
- Details of parents:

Details of Mother/Father	Mother with Aadhar Card No.	Father with Aadhar Card No.
i) Name (in capital letters)		
ii) Nationality Occupation		
iii) Name of the office & full address with Telephone No.		
iv) Full residential address with telephone no.		
v) Permanent Address		
vi) Annual Income		

- Name & Address of local guardian (if any):
- Name & Address of the previous school with Class:
- No. & date of T.C. issued by previous school with status of result:
- Whether previous school was affiliated with CBSE: (Yes/ No)