

# Table and table properties

**Spoken Tutorial Project**

**<https://spoken-tutorial.org>**

**National Mission on Education through ICT**

**<http://sakshat.ac.in>**

**Script: Nancy Varkey**

**Video: Pratik Kamble**

**IIT Bombay**

**28 April 2020**



# Learning Objectives

**In this tutorial, we will learn how to:**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert a table in a Writer document**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert a table in a Writer document**
- ▶ **Add and modify rows and columns**



# Learning Objectives

In this tutorial, we will learn how to:

- ▶ **Insert a table in a Writer document**
- ▶ **Add and modify rows and columns**
- ▶ **Adjust the table properties as per our preference**



# System Requirements



# System Requirements

**This tutorial is recorded using**



# System Requirements

**This tutorial is recorded using**

**▶ Ubuntu Linux OS version 18.04**



# System Requirements

**This tutorial is recorded using**

- ▶ **Ubuntu Linux OS version 18.04**
- ▶ **LibreOffice Suite version 6.3.5**



# Code files

- ▶ **Two files have been provided to you in the Code files link on this tutorial page**



# Code files

- ▶ **Two files have been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the files**



# Code files

- ▶ **Two files have been provided to you in the Code files link on this tutorial page**
- ▶ **Pls download and extract the files**
- ▶ **Make a copy and then use them for practising**



# Resizing rows and columns



# Resizing rows and columns

- ▶ **Another important feature in tables is resizing rows and columns**



# Resizing rows and columns

- ▶ **Another important feature in tables is resizing rows and columns**
- ▶ **We can adjust the height and width of rows and columns in a table in several ways**



# Summary

**In this tutorial, we learnt to**

- ▶ **Insert a table in a Writer document**
- ▶ **Add and modify rows and columns**
- ▶ **Adjust the table properties as per our preference**



# Assignment

- ▶ **Open** practice.odt
- ▶ **Insert** a table **with 3 rows and 2 columns**
- ▶ **Add the headings for the columns as Column One and Column Two**



# Assignment

- ▶ **Add some text in all cells of the table**
- ▶ **Save and close the file**



# About Spoken Tutorial project

- ▶ Watch the video available at [https://spoken-tutorial.org/What\\_is\\_a\\_Spoken\\_Tutorial](https://spoken-tutorial.org/What_is_a_Spoken_Tutorial)
- ▶ It summarises the Spoken Tutorial project
- ▶ If you do not have good bandwidth, you can download and watch it



# Spoken Tutorial Workshops

## The Spoken Tutorial Project Team

- ▶ Conducts workshops using spoken tutorials
- ▶ Gives certificates to those who pass an online test
- ▶ For more details, please write to [contact@spoken-tutorial.org](mailto:contact@spoken-tutorial.org)



# Answers for THIS Spoken Tutorial

- ▶ **Questions in THIS Spoken Tutorial?**
- ▶ **Visit**  
<https://forums.spoken-tutorial.org>
- ▶ **Choose the minute and second where you have the question**
- ▶ **Explain your question briefly**
- ▶ **The Spoken Tutorial project will ensure an answer**

**You will have to register to ask questions**



# Acknowledgements

- ▶ **Spoken Tutorial project is funded by MHRD, Govt. of India**



# Thank you

- ▶ **The script for this tutorial is contributed by Nancy Varkey from IIT Bombay**
- ▶ **Thanks for joining**

