

Table and table properties

Spoken Tutorial Project

<https://spoken-tutorial.org>

National Mission on Education through ICT

<http://sakshat.ac.in>

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Learning Objectives

In this tutorial, we will learn how to:



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In this tutorial, we will learn how to:

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



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In this tutorial, we will learn how to:

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



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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



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This tutorial is recorded using



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This tutorial is recorded using

► Ubuntu Linux OS version 18.04



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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



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



Code files

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- ▶ 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
- ▶ 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



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

