Computer Applications

Working with Tables and Charts

Dragana Radosavljević

UPKM

Working with Tables in Word

When do we need a table?

- We use tables when we:
  - display data in rows and columns (schedule, price list, results)
  - want to compare values
  - want a neat layout (instead of using many tabs and spaces)

- Examples:
  - class schedule
  - list of students with points
  - product price list

Working with Tables

Drawing tables - **Table/Draw Table**

manual drawing of tables

deleting parts of an existing table

choosing the line style for table borders

choosing the border line thickness

choosing the border color

showing/hiding gridlines

choosing the fill color for the inside of the table

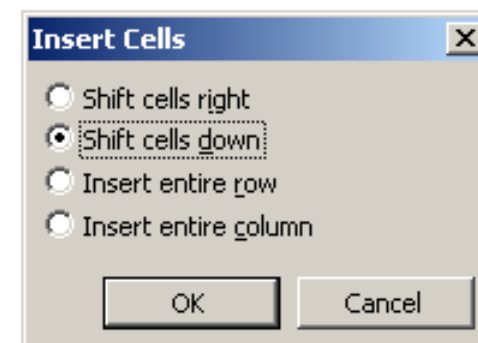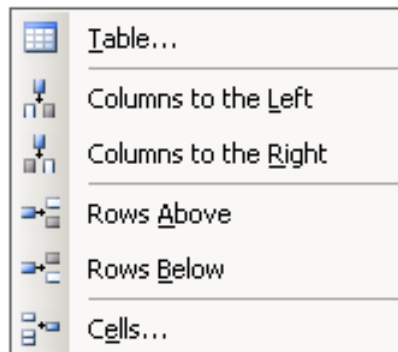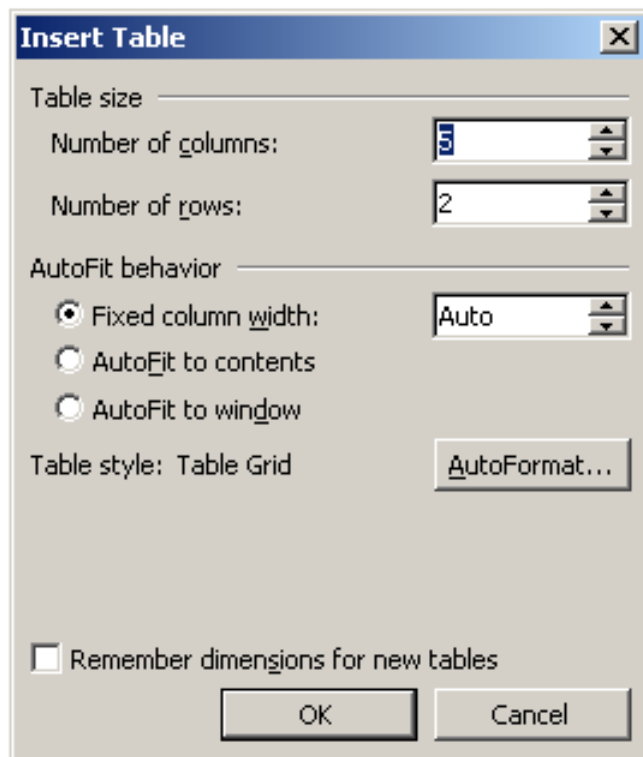options related to inserting tables, rows, columns, …

merging several cells into one

splitting one cell into several new ones

Working with Tables

Table

Drawing tables - **Table/Draw Table**

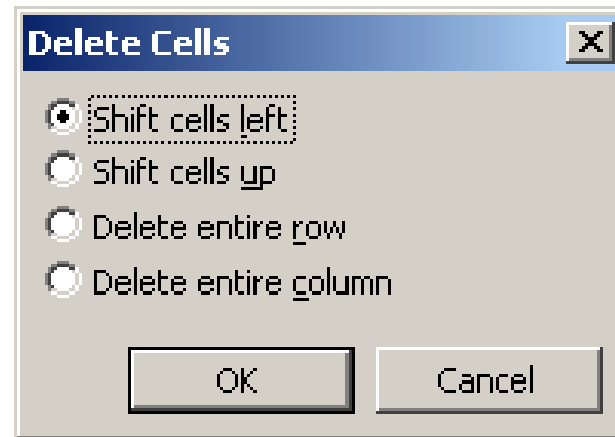|	setting text alignment inside cells
	setting equal height for selected rows
	setting equal width for selected columns
	using predefined table formatting templates
	changing text direction in a table
	sorting text alphabetically in ascending order
	sorting text alphabetically in descending order
	automatic sum

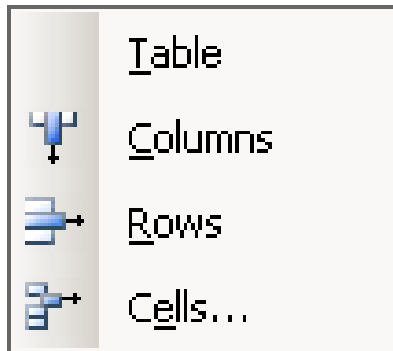# Working with Tables

Inserting tables - **Table/Insert/Table**

Working with Tables

Deleting tables - **Table/ Delete**

| Table |
| Columns |
| Rows |
| Cells... |

Delete Cells

- ● Shift cells left
- ○ Shift cells up
- ○ Delete entire row
- ○ Delete entire column

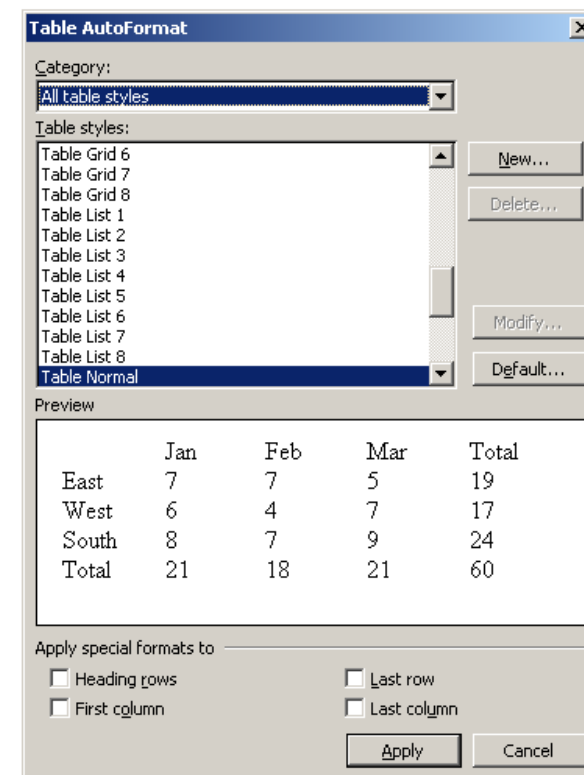[OK]   [Cancel]

Working with Tables
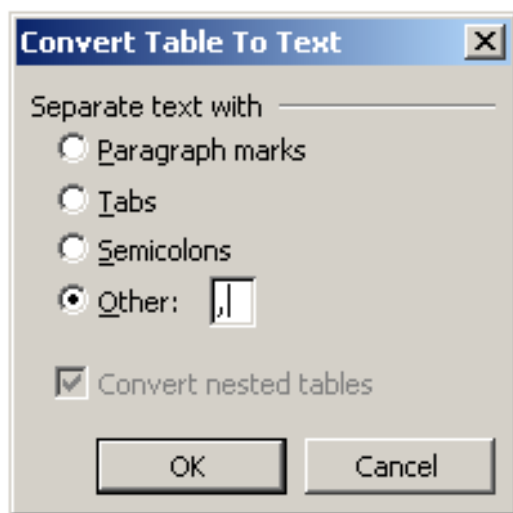
Adjusting table size - **Table/AutoFit**
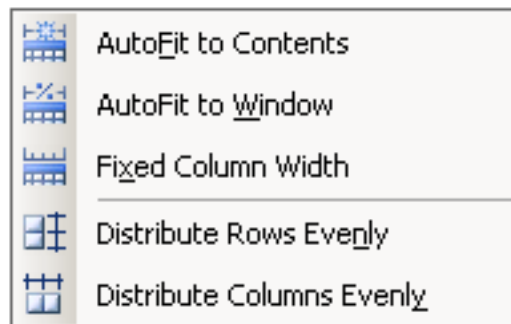
Automatic table formatting - **Table/Table AutoFormat**

Working with Tables

Converting a text list to a table and vice versa

- **Table/Convert/Text to table**
- **Table/Convert/Table to text**

Americijum	Am	95
Germanijum	Ge	32
Selen	Se	34
Bor	B	5
Azot	N	7
Živa	Hg	80
Sumpor	S	16
Hlor	Cl	17
Renijum	Re	75
Vodonik	H	1
Silicijum	Si	14

Americijum,Am,95
Germanijum,Ge,32
Selen,Se,34
Bor,B,5
Azot,N,7
Živa,Hg,80
Sumpor,S,16
Hlor,Cl,17
Renijum,Re,75
Vodonik,H,1
Silicijum,Si,14

Working with Tables

Using formulas in tables - **Table/Formula**
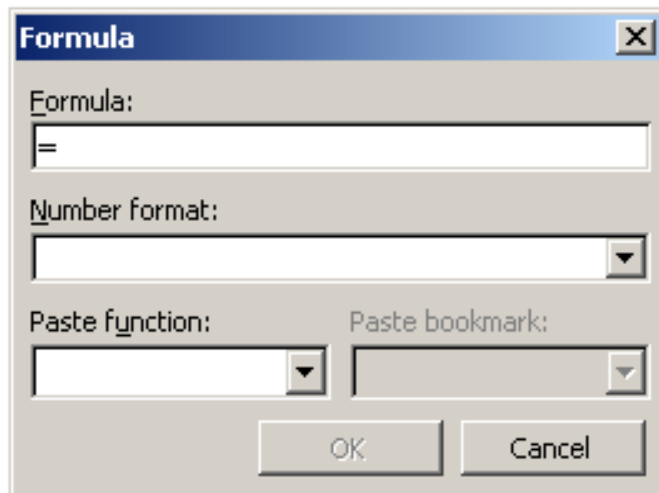
Examples of formulas:

- =C5*1,5
- =A3+B5-C2
- =PRODUCT(A1; B5)
- =SUM(A2:A9)
- =MAX(B3:B7)

Exercise

Create tables

Intenzitet hlađenja		Raspoloživa Q (KW)	Zapremina m^3
temperatura	Δt		
64^{0}C - 34^{0}C	30	8778	158004
64^{0}C - 24^{0}C	40	11704	210672
64^{0}C - 14^{0}C	50	14630	263340
64^{0}C - 10^{0}C	54	15800	284400

Prezime							
Ime							
Adresa							
Grad			Poštanski br.		Država		
Telefon	( )		E-Mail				
Metod plaćanja		❑		❑		❑	
		Check		VISA		MasterCard	
P O R U D Ž B E N I C A							
Kurs				Cena	Popust	Iznos	
				Ukupno			
				Porez			
				Ukupna cena			

Working with Charts

Charts allow us to:

- visually present numerical data

- more easily see trends, comparisons and differences

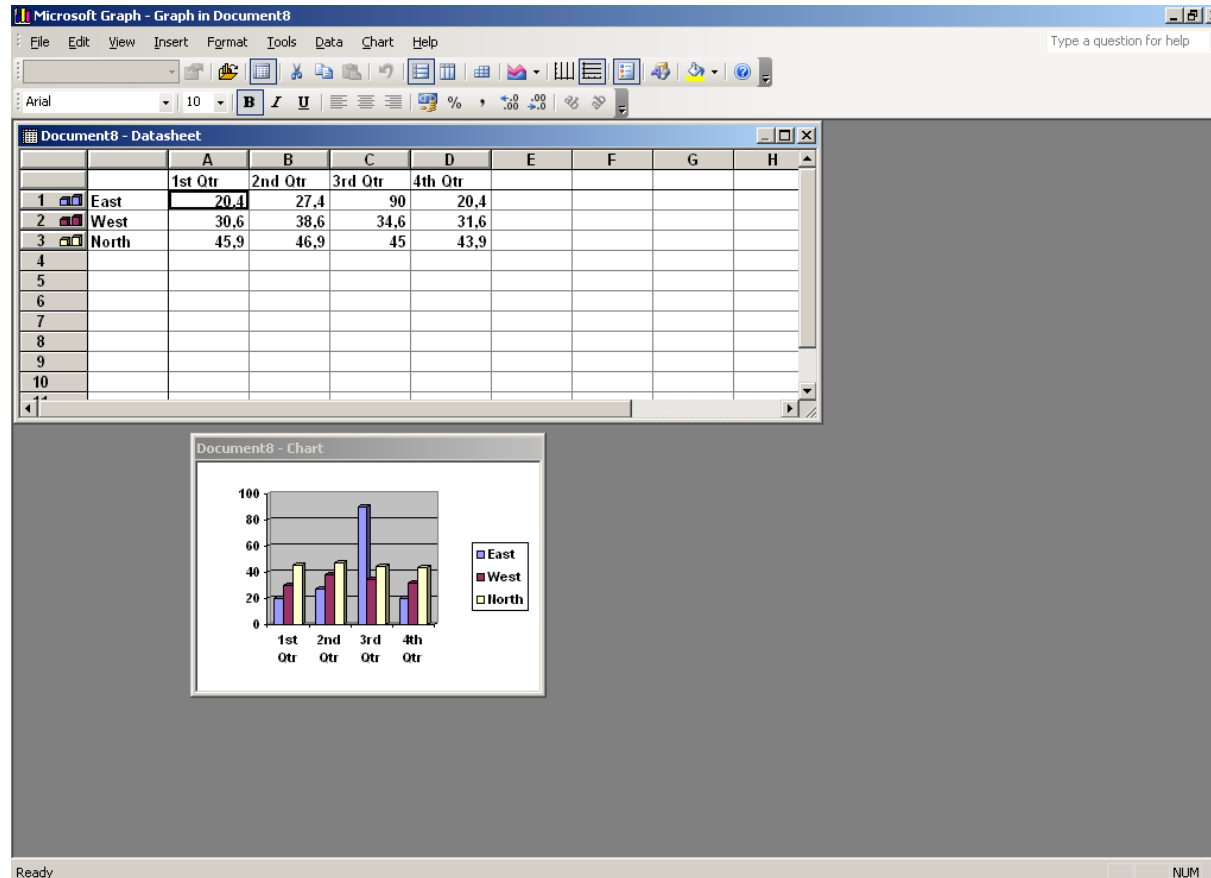- make a report or seminar paper look more professional

Table = numbers
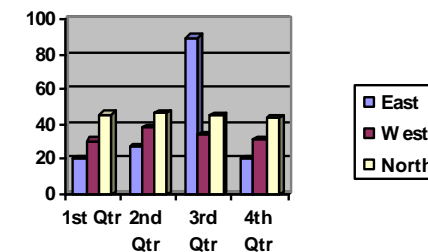
Chart = "picture of the story"

Working with Charts
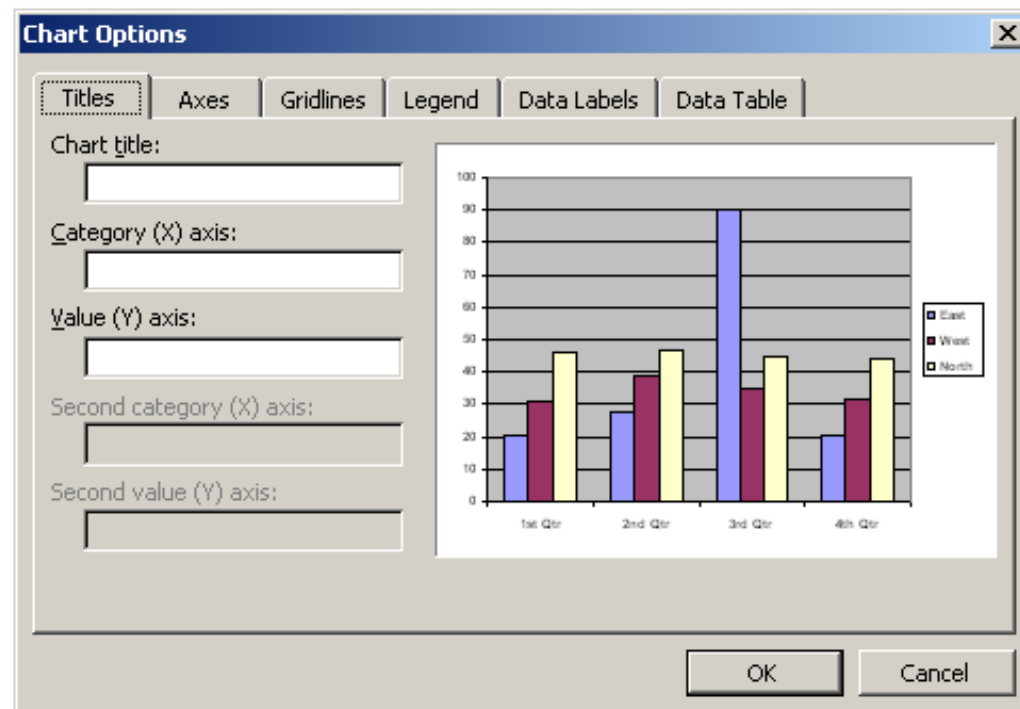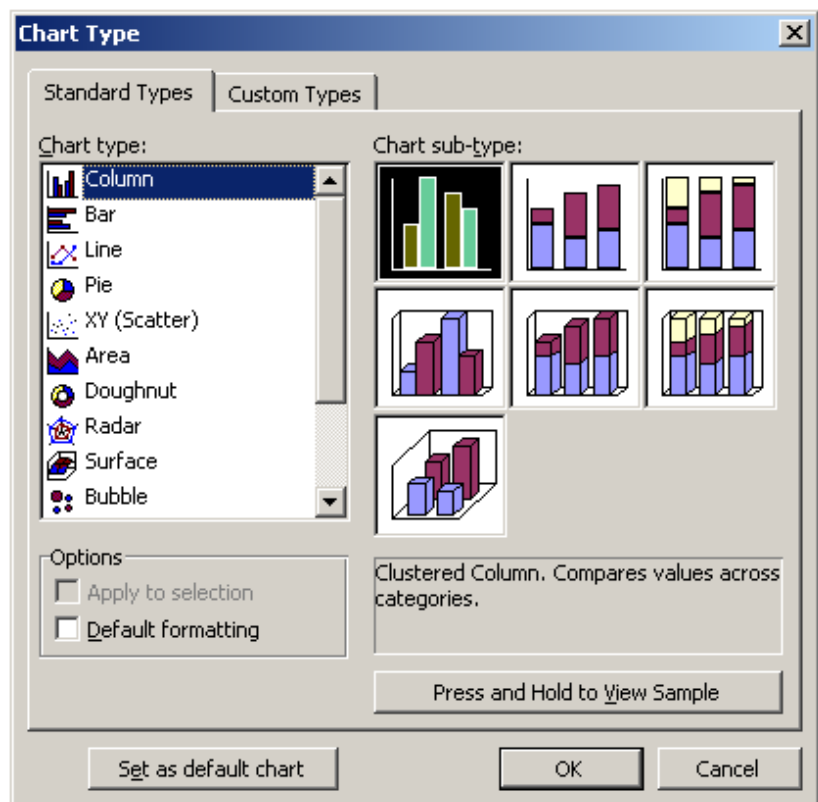
Inserting a chart - **Insert/Picture/Chart**

Working with Charts

Chart type - **Chart/Chart Type**

Exercise

Create a chart based on the table

Americijum	Am	95
Germanijum	Ge	32
Selen	Se	34
Bor	B	5
Azot	N	7
Živa	Hg	80
Sumpor	S	16
Hlor	Cl	17
Renijum	Re	75
Vodonik	H	1
Silicijum	Si	14
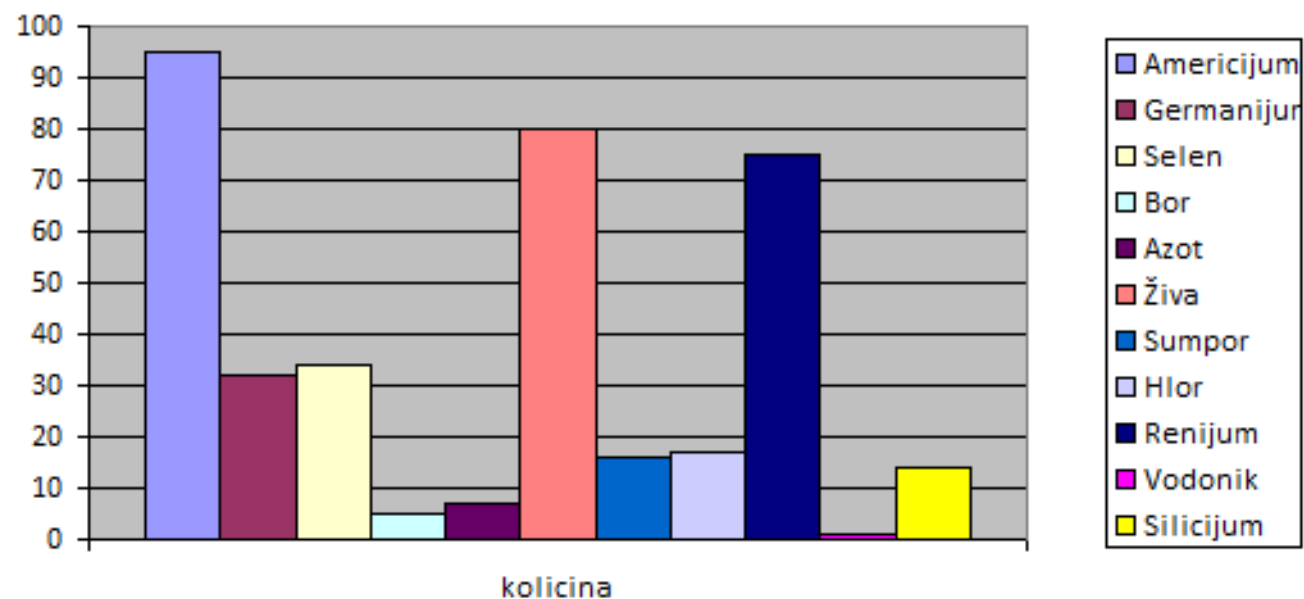
Questions & Answers

Network of centers for regional short study programs in the countries of the Western Balkans

Call: ERASMUS-EDU-2023-CBHE

Project number: 101128813