Unit 3: Digital Documentation Using LibreOffice Writer
Chapter 4: Create and Work with Tables

1. Creating and Managing Tables

1.1 Create a Table

- **Steps to Create a Table:**
    1. Place the cursor where you want to insert the table.
    2. Go to the menu bar → Click on **Table** → Select **Insert Table**.
    3. Choose number of **columns** and **rows**.
    4. Click **OK**.

1.2 Entering Data in a Table

- Click on a **cell** and start typing.
- Press **Tab** to move to the next cell.
- Use **Arrow Keys** to navigate between cells.

1.3 Inserting Row and Column

- **Insert Row**:
    - Right-click on a row → Click **Row → Insert Row Above/Below**.
- **Insert Column**:
    - Right-click on a column → Click **Column → Insert Column Left/Right**.

1.4 Deleting Row and Column

- **Delete Row**:
    - Right-click on a row → Click **Delete Row**.
- **Delete Column**:
    - Right-click on a column → Click **Delete Column**.

1.5 Splitting a Table

- Place cursor in the row where you want to split the table.
- Click **Table** → Select **Split Table**.

1.6 Merging Tables

- Place the second table just after the first one (no space).
- Delete any empty paragraph between them.
- Both tables will merge automatically.

1.7 Copying a Table

- Select the entire table → Press **Ctrl + C** to copy.
- Place the cursor where you want to paste → Press **Ctrl + V**.

1.8 Moving a Table

- Select the table → Press **Ctrl + X** to cut.
- Move to new location → Press **Ctrl + V** to paste.

1.9 Deleting a Table

- Select the entire table → Right-click → Click **Delete Table**.