# Unit:5 Digital Presentation Using LibreOffice Impress
# Chapter 5: Create and Use Tables

## 1. Inserting Table in Presentation

Tables help organize data neatly in rows and columns.

**Steps to Insert a Table:**

1. Open your presentation slide.
2. Go to **Insert > Table** from the top menu.
3. A dialog box appears – select the number of **rows** and **columns**.
4. Click **OK**.
5. A blank table is inserted on the slide.

## 2. Entering and Editing Data in a Table

Once the table is inserted, you can type and edit data in each cell.

**To enter data:**

1. Click inside any **cell** of the table.
2. Start typing your data.
3. Press **Tab** to move to the next cell.
4. Use **Backspace/Delete** to erase content.

**To edit data:**

- Double-click the text to modify it.

## 3. Selecting Cell, Row/Column and Table

| To Select | Action |
|---|---|
| A Cell | Click inside the cell |
| A Row | Click to the **left side** of the row |
| A Column | Click above the **column line** |
| Entire Table | Click the table border OR **Ctrl + A** inside it |

## 4. Adjusting Column Width and Row Height

**Steps to Resize Rows or Columns:**

- **Using Mouse:**
    1. Hover over the **border line** of the row or column.
    2. Drag to adjust width/height.
- **Using Table Properties:**
    1. Right-click on the table → Select **Table Properties**.
    2. Click **Columns** tab to set column width.
    3. Click **Rows** tab to set row height.

## 5. Changing Table Border and Background

You can enhance the appearance of your table using borders and background color.

**Steps to Change Border:**

1. Right-click on the table → Click **Table Properties**.
2. Go to **Borders** tab:
    - Choose border style (solid, dashed, etc.)
    - Set line thickness and color.

**Steps to Change Background:**

1. Go to **Background** tab.
2. Choose:
    - **Color** – to fill with solid color.
    - **Gradient / Bitmap / Pattern** – for advanced styles.

3. Click **OK**.

## 6. Deleting a Table

**Steps:**

1. Click on the table to select it.
2. Press the **Delete** key on your keyboard.
   *(OR)*
   Right-click → Select **Cut** to remove the table.