11   Tables and Mail Merge

In the earlier chapters, you have studied the features of word processor, creating, deleting, editing and formatting documents as per your requirement. In this chapter we will discuss very important and highly required part of a document that is tables. Tables are very useful to handle vast amount of information. Many times Tables can be used as an option to spreadsheets. A table, designed properly can help observers to understand better what you are saying. We can insert pictures or graphs or any such objects in addition to text and numbers in a cell of a table. We shall learn; creation of tables, modifications in them and formatting of tables. The chapter also explains how to use the facility of mail merge and at the end discusses how to print documents.

Creating Tables

Suppose you want to draw a table on a paper or in our notebook, you have to decide the required number of columns and rows before drawing it. Every parameter can be changed at a later stage; but with the planning of requirement of rows and columns, we can save time.
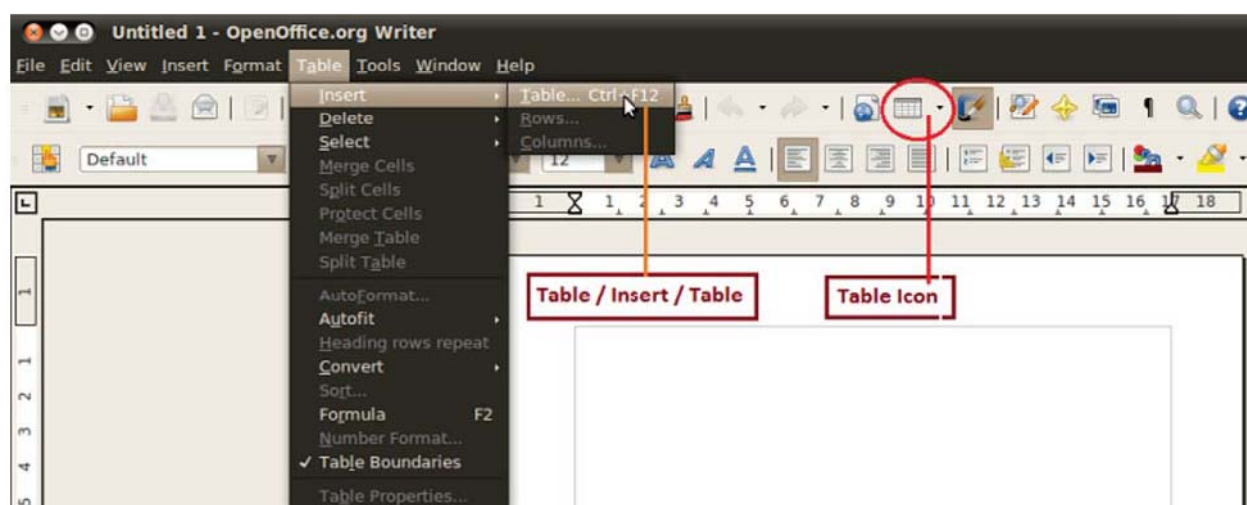

Figure 11.1 : Selecting Table Option

Inserting a New Table

There are three different ways to insert a table in a document; using menu, using icon and using keyboard. You can choose Table → Insert → Table from the menu (see figure 11.1). The same can be done simply by pressing CTRL + F12 keys. If you want to use icon, you have to click Table icon from standard toolbar as shown in figure 11.1. You should note that the cursor should be at the position where you want to insert a table in the document. In any case an 'Insert Table' dialog box will appear first. Figure 11.2 shows a table dialog box that you can use to set the properties of the table that is to be inserted.
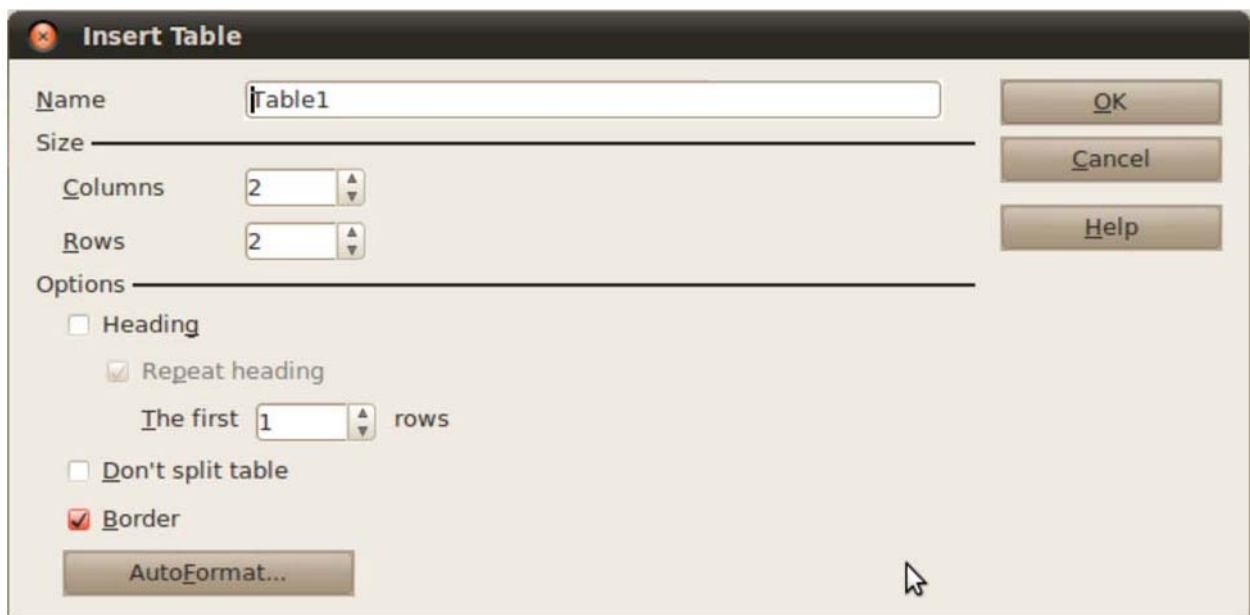
Figure 11.2 : Insert Table Dialog Box

Let us now discuss the options seen in the table dialog box one by one :

- **Name :** Here you can enter a name of the table. Table1 is a default table name. You can modify the table name as per your needs.

- **Size :** The required number of rows and columns can be set here. The size of the table, once set, can be changed later, if needed. The default Table size is 2 columns and 2 rows.

- **Heading :** One or more rows can be specified as a heading of the table. The desired number of rows can be specified in 'The first …. rows'. The default value is 1. The advantage of defining the row(s) as head row(s) is; when splitting a table into two tables, the Heading row(s) are copied in the second table automatically (see figure 11.3).

- **Repeat Heading** : This option is little different from the 'Heading'. If you check 'Repeat Heading' then the heading row(s) will be repeated on subsequent pages if the table spreads across more than one page. If you do not want the heading to be repeated on subsequent pages, uncheck this option.

- **Don't Split Table :** If you check this option, the Writer will not allow your table to be spread across more than one page. In case when the table starts near the end of a page, Writer will locate the complete table on the following page. If the table becomes longer than it would fit on one page, you need to either deselect this option or manually split the table.

- **Border :** On selection of this option, Writer surrounds each cell of the table with a border. The border can be changed or can be deleted later.
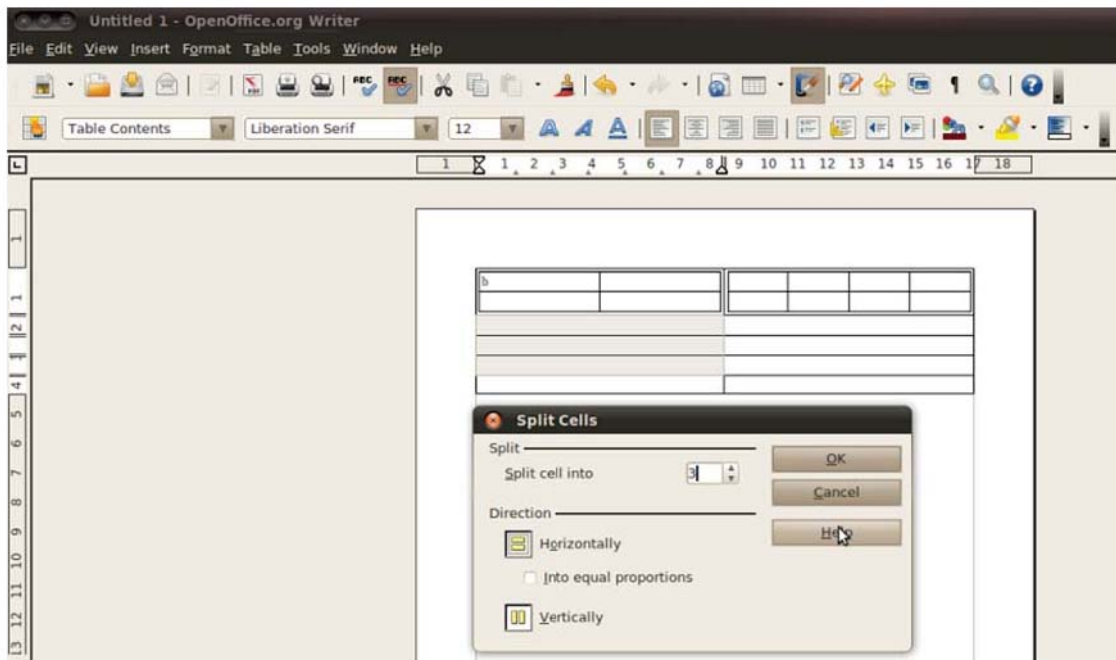
Figure 11.3 : Splitting of Cells

- **Auto Format of a Table :** If the AutoFormat button is clicked, an AutoFormat dialog box will open. Several predefined options for table layouts with different colour and style are available for your choice. Choose the one you like and click OK. Writer creates a table as wide as the text area. You can then adjust the columns and rows as per your needs.

Creating Nested Tables

By nested tables we mean tables within tables. You can create tables within tables, nested to a depth limited to 10 levels. Figure 11.4 shows an example of nested table. To create a table within a table, simply click in a cell of an existing table and use any of the methods mentioned previously for inserting a new table.
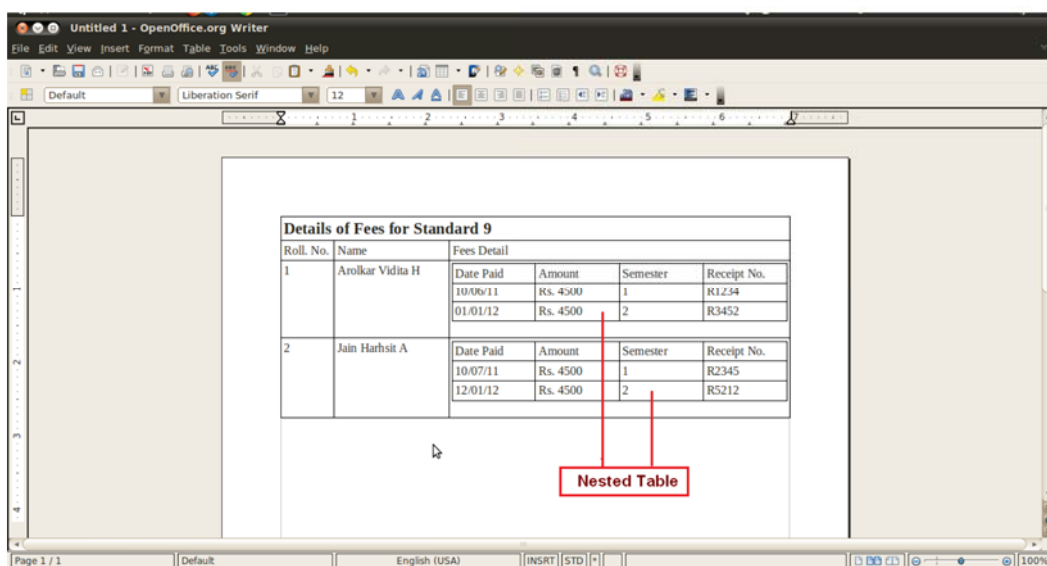

Figure 11.4 : Nesting of Tables

Moving Between Cells

Within a table, you can use the mouse, the cursor keys, or the Tab key to move across cells. The cursor moves to the next cell only if there is no text in the way. The Tab key moves directly to the next cell. If the cursor is in the last cell of the table, a new row is created by pressing Tab key. If the Tab key is pressed with Shift key the cursor moves back a cell.

Formatting the Table

When you are formatting a table, you can divide the formatting process into two parts; formatting the table itself, we call it as formatting of table layout or Formatting of the table text, as we are formatting paragraph.

Formatting of the table layout includes adjusting the size of the table and its position in the document, inserting or deleting rows or columns, merging and splitting cells, changing borders and background. The steps to perform these tasks are explained in next section. Formatting of Table text, on the other hand, affects individual cell or group of cells (if selected together). You can format the table text as you are formatting other paragraphs. You can define your own paragraph and character styles. Alignment, line spacing, bullets and numbering can also be set when needed. You can format each cell independently of other cells, or you can simultaneously format a group of cells by selecting them before applying the desired format.

Adjusting Size of a Table

Using the default settings, any newly created table will occupy the entire width of the text area. This is sometimes what you want or you may prefer a smaller table. To quickly resize a table, first move the mouse to either the left edge of first column or right edge of the last column. When the cursor changes shape into a double arrow, drag the border to the new position. This operation changes only the size of the first or last column; it does not change the alignment of the table on the page.

More accurate formatting over the size and position of the table can be done through Table Format Dialog box. The Table Format dialog box is opened by choosing Table → Table Properties or by right-clicking anywhere in the table and choosing Table from the pop-up menu.

Figure 11.5 shows the table format dialog box, you can set the alignment of the table like Automatic, Left, Right and Center. The left option is used with spacing; it allows you to place your table exactly how far it is from the Left margin. Manual option lets you to place your table from both left and right margins. These margins can be set in Spacing. The Above and Below options are used to set the distance of the table from the text above and below the table.
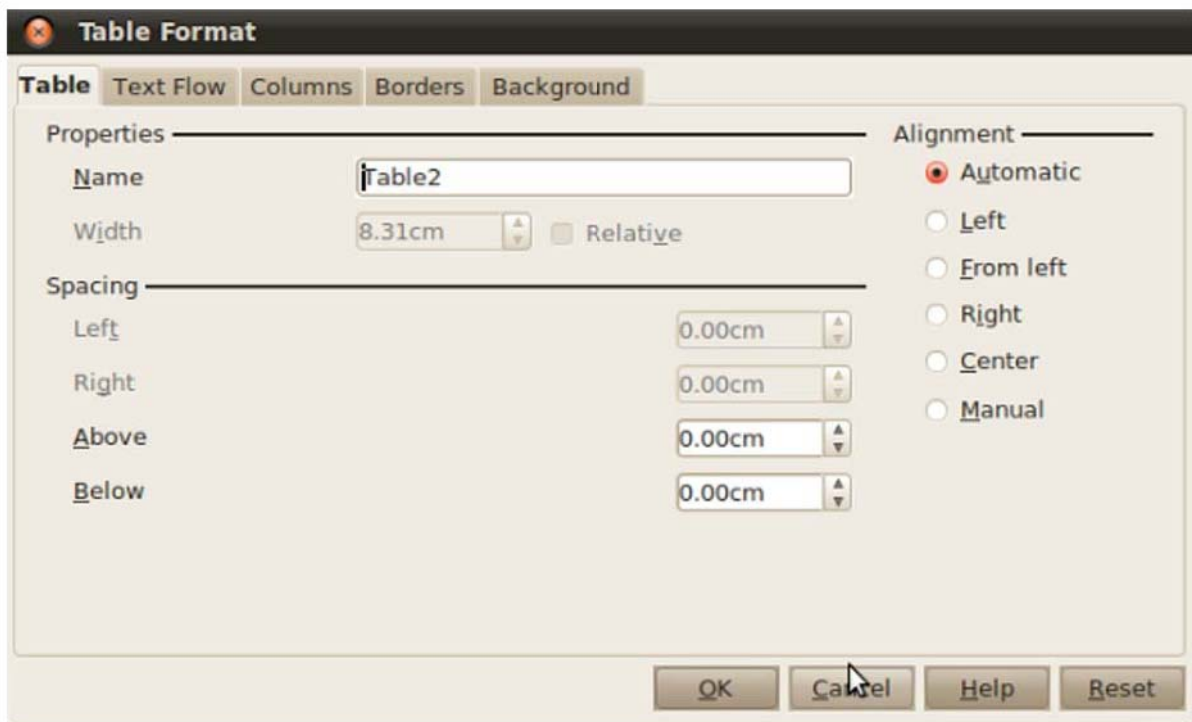
Figure 11.5 : Table Format – Table Properties

Resizing Rows and Columns

You can adjust the Row height and Column width in a table in many different ways.

Move the cursor to the edge of the cell (vertical for column width and horizontal for row height) and when a double sided ╼╾ arrow appears, click and hold the left mouse button, drag the border to the desired position and release the mouse button. Both row height and column width are adjusted in this way.

- Other way to adjust the row height and column width is using vertical ruler and horizontal ruler respectively. On the vertical ruler there are row dividers and similarly on the horizontal ruler there are column dividers marked by a pair of thin grey lines. You can change the row height or column width by holding the mouse button down on the appropriate divider and dragging it to the desired location.

- From the Table menu, by selecting Autofit option, you can choose row height or column width which allows you to change the size of a row or a column. (see figure 11.6)
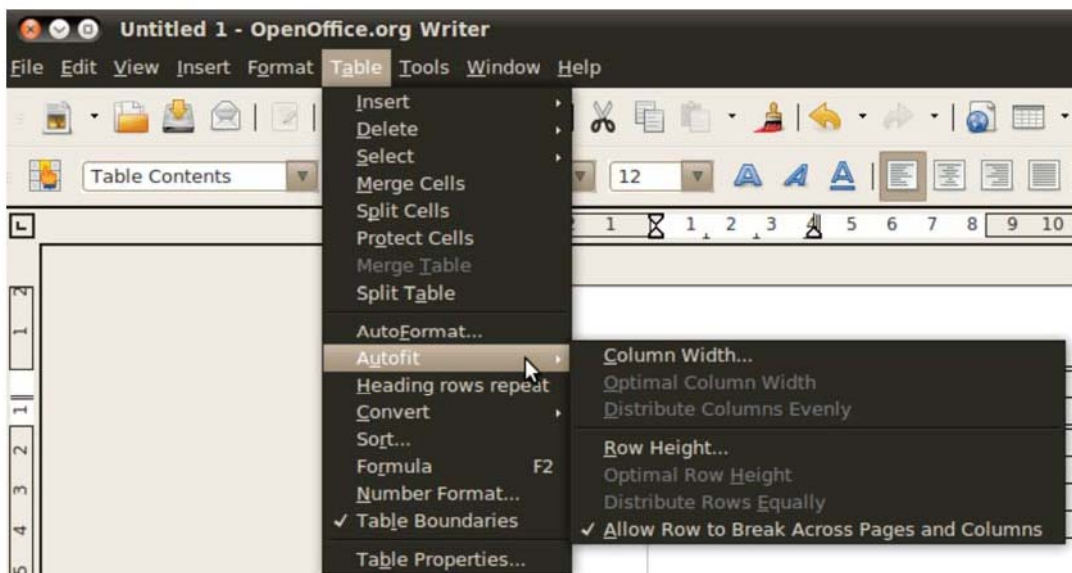
Figure 11.6 : Table Autofit

- The other option Optimal Row Height or Optimal Column Width make the selected rows or columns as narrow as possible to fit their contents.

- If you select distribute rows evenly or distribute columns evenly, the height of selected rows or width of selected columns will be same.

The column width can also be set by selecting column option in the Table Format dialog box as shown in figure 11.7.
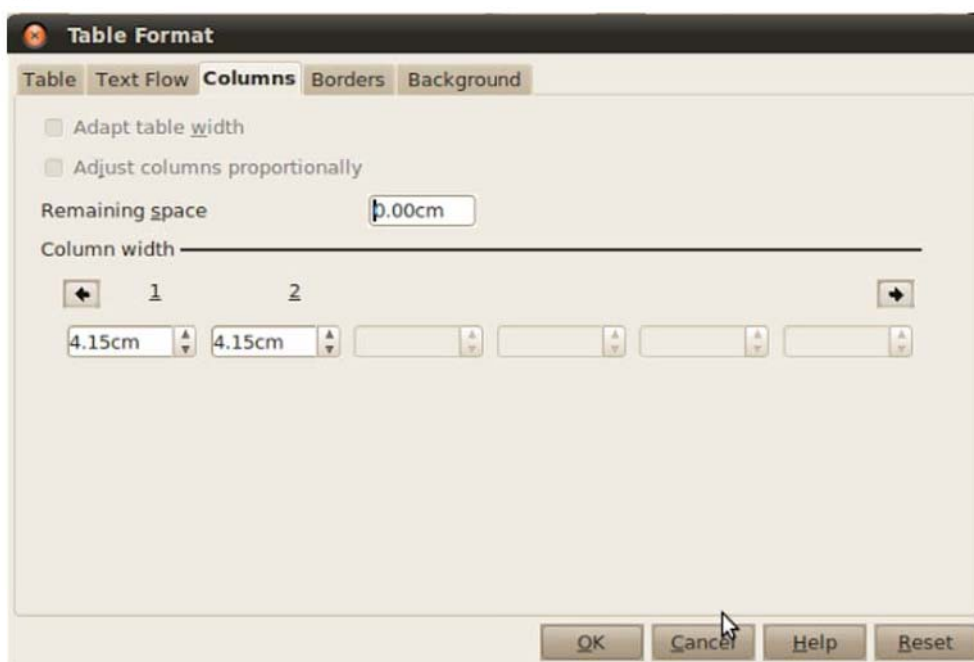

Figure 11.7 : Table Format – Column Option

Inserting Rows and Columns

Rows and Columns can be inserted in many ways, as mentioned :

(1) **Using Mouse :** Place the cursor in the row or column where you want to add new rows or columns and right-click. Select the desired option.

(2) **Using Menu :** Choose Table menu, then choose Insert and then row or Column. An Insert dialog box will be displayed as shown in figure 11.8. Here you can type the number of rows or columns to be inserted or using arrow you can set the number. After giving the number of rows or columns to be inserted, select Above or Below (or Before or After in case of rows) Click OK to get the effect of the action.

(3) **Using Toolbar :** When your cursor is anywhere in the table, the Table toolbar is viewed on the screen as shown in figure 11.9. Here you can click on insert row or column icon. A row or a column will be inserted below the current row and after the current column.
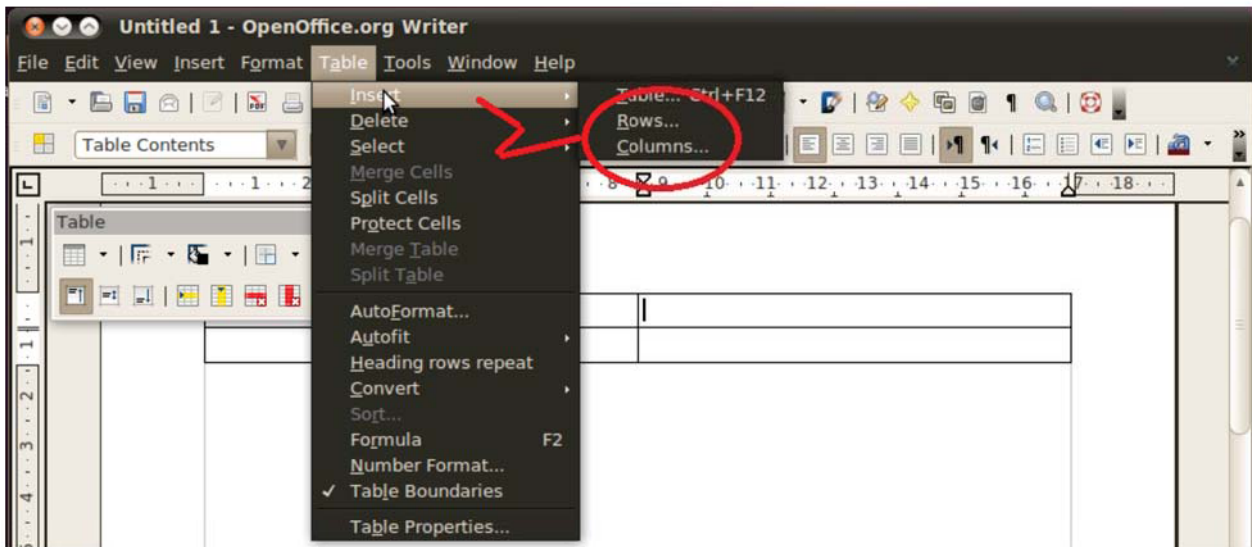
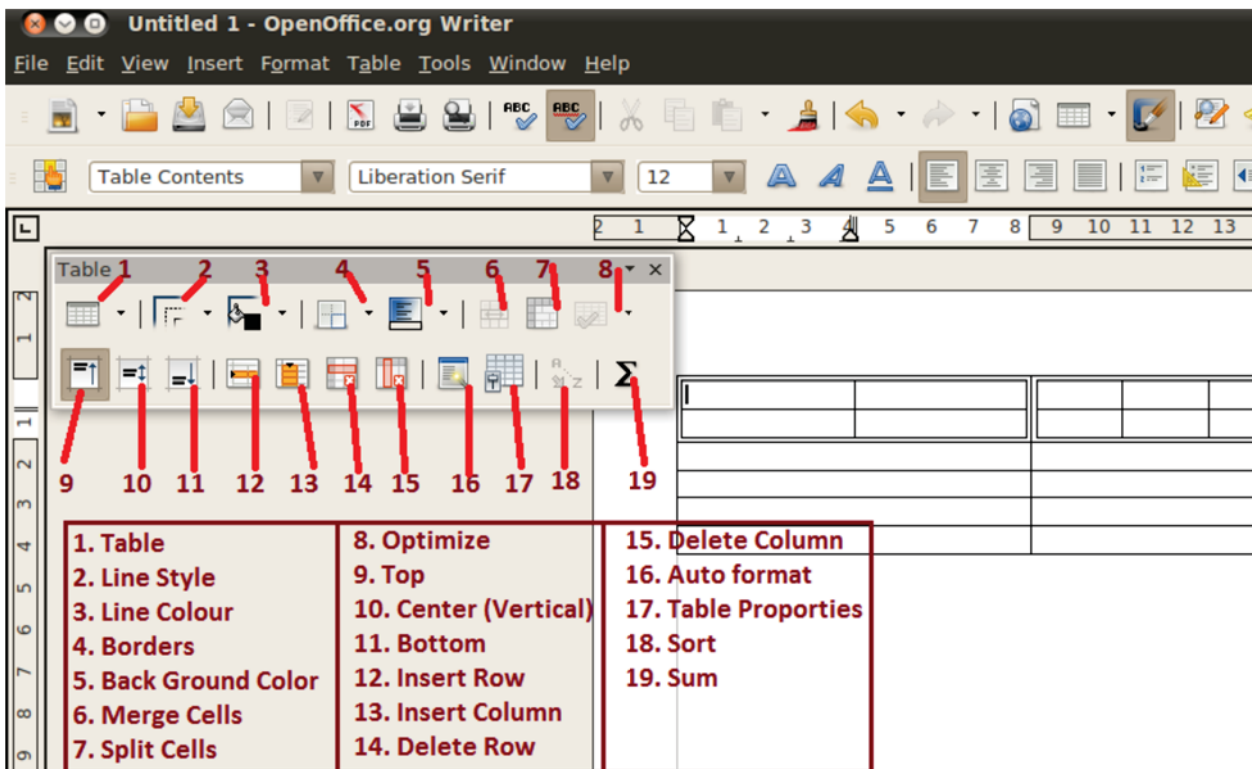

Figure 11.8 : Inserting Rows/Columns

1. Table	8. Optimize	15. Delete Column
2. Line Style	9. Top	16. Auto format
3. Line Colour	10. Center (Vertical)	17. Table Proporties
4. Borders	11. Bottom	18. Sort
5. Back Ground Color	12. Insert Row	19. Sum
6. Merge Cells	13. Insert Column	
7. Split Cells	14. Delete Row	

Figure 11.9 : Table Toolbar

To insert quickly a row or a column using only the keyboard, follow the steps given below :

- Place the cursor in the row or column where you want to insert it.
- Press ALT + Insert to activate keyboard handling.
- Press the arrow keys as per your requirement to insert a row or column :
  - Left arrow will be pressed to insert a column to the left of the current column.
  - Right arrow will be pressed to insert a column to the right of the current column.
  - Down arrow will be pressed to insert a row below the current row.
  - Up arrow will be pressed to insert a row above the current row.

Note that by using ALT + Delete instead of ALT + Insert, in above steps, we can delete row or column.

Merging and Splitting Cells

The selected cells can be merged into one cell through the steps given :

(1) Select the cells to be merged.

(2) Right Click and choose Cell → Merge or from menu bar Choose Table → Merge cells.

A cell or some selected cells can be split into multiple cells. To split cell(s) follow the steps given :

(1) Position the cursor inside the cell. (or select the cells to split)

(2) Right click and choose Cell → Split or from menu bar choose Table → Split Cells.

A Split Cells dialog box will be displayed as shown in figure 11.10. Type the number in Split cell into textbox. Then select Horizontally or Vertically. The cell will be split either into specified number of rows (if Horizontally is selected) or into specified number of columns (if Vertically is selected).
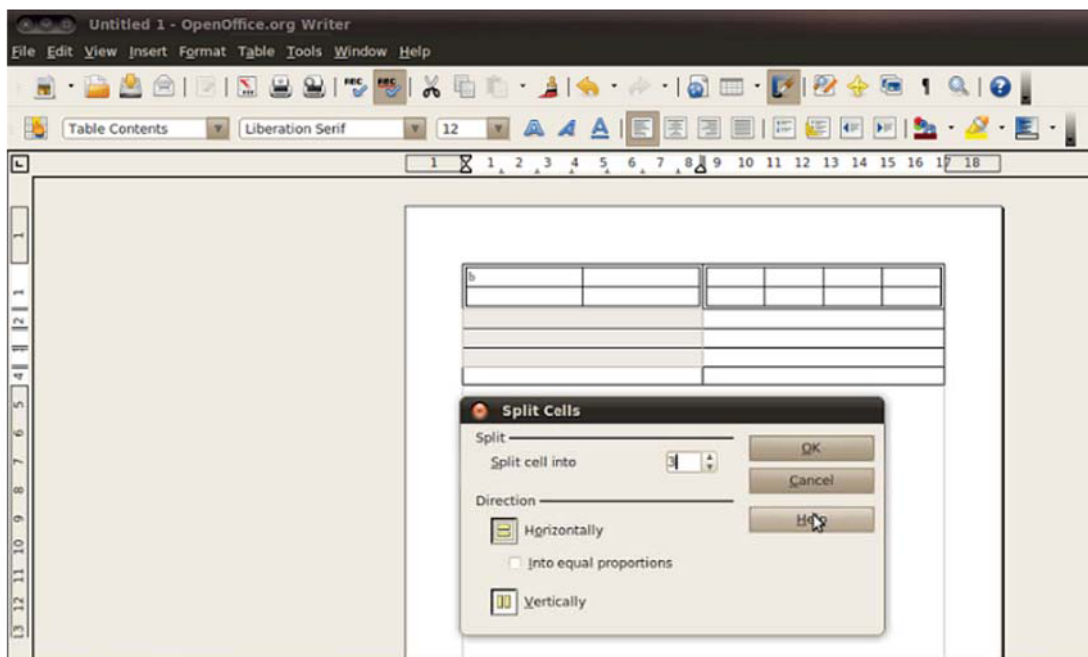

Figure 11.10 : Splitting of Cells

Vertical Alignment of Text in a Table

By default, text entered into a table is aligned to the top-left of the cell. You can change the default for the entire table or for individually selected cells.

To vertically align the text place the cursor in the cell or select multiple cells you wish to change. Right-click keeping cursor anywhere in the selected area and choose Cell. Choose Center, Top, or Bottom as per your desire.

Automatic Formatting of Tables

Using AutoFormat, you can apply a format from the predefined collection of table formats. You can also create your own table formats and save them as another AutoFormat in the collection set. To apply an AutoFormat, place the cursor anywhere in the table and choose Table → AutoFormat. An AutoFormat dialog box will appear as shown in figure 11.11. Select the desired format from the list displayed on the left (you can see the actual look of the table as you move in the list) and click OK to apply it.

Figure 11.11 : Table Auto Format

Deleting a Table

To delete a table, you can click anywhere in the table and choose Delete → Table from Table menu. Other way is similar to the one we use for deleting selected text. That is, start from the line above the table, drag the mouse till the line below the table to select the table and then simply press either Del key or Backspace key.

Copying a Table

Copying a table is as simple as copying a selected text. That is, we select the table to be copied first (By taking a cursor anywhere in the table and choose Table → Select → Table). Press CTRL + C or select copy option from the Edit menu or select the copy icon from the standard toolbar or select copy option after Right-click. Then take the cursor to the position where you want its copy and then select paste either using menu or icon or by pressing CTRL + V. Moving a table is similar to copying a table except selecting cut instead of selecting copy. Other procedure is similar.

Mail Merge

Often you need to send the same information to several persons. For example, you want to send a letter to several candidates to be called for interview. Obviously, the address and interview time will be different for different candidates at the same time the other content will be same. One way is, to create a letter in usual way, copy this letter in a new document, change the address and interview time of a particular candidate and save the document with different name. The procedure of copying and changing is repeated as many times as the number of candidates. This way of creating multiple documents is very time consuming and tedious. Writer has made this task easy through the feature called mail merge. In mail merge two documents are created. One which is the main document also called the form letter and other is called the data source. The form letter contains the actual information and variable names for the data which varies in different letters. Data source contains values of the corresponding variables of the main document. For the example mentioned above, the address of all the candidates with respective interview time would be stored in data source.

Creating the Data Source

A data source is a set of mailing addresses in the form of a rows and columns generally called database (Detailed study of database will be done in standard tenth). The content of the database is in the form of data records. OOo's Writer supports the database in many forms. They are spreadsheets, text files and databases such as MySQL, Adabas, and ODBC.

If the information to be used in the mail merge is currently in a format that OOo cannot access directly, you need to convert it, to a comma-separated values by exporting it. The extension of such files must be **.csv**. To create address book using spreadsheet or database is little easier, as they use the table format to store the data. We will make use of text files, as other formats are yet to be studied. The text file is saved with file extension **.txt**. It is also possible to create address book during the mail-merge process using mail merge wizard. Note that the comma separated file is also a text file but the only difference is that the comma separated file will be converted into the table format after registering it with form letter or main document.

Creating a Text File for the Data Source

Any editor can be used to create a text file. We will use **gedit** text editor available with our operating system. To open the **gedit** text editor, click on Applications → Accessories → gedit Text Editor (See figure 11.12).
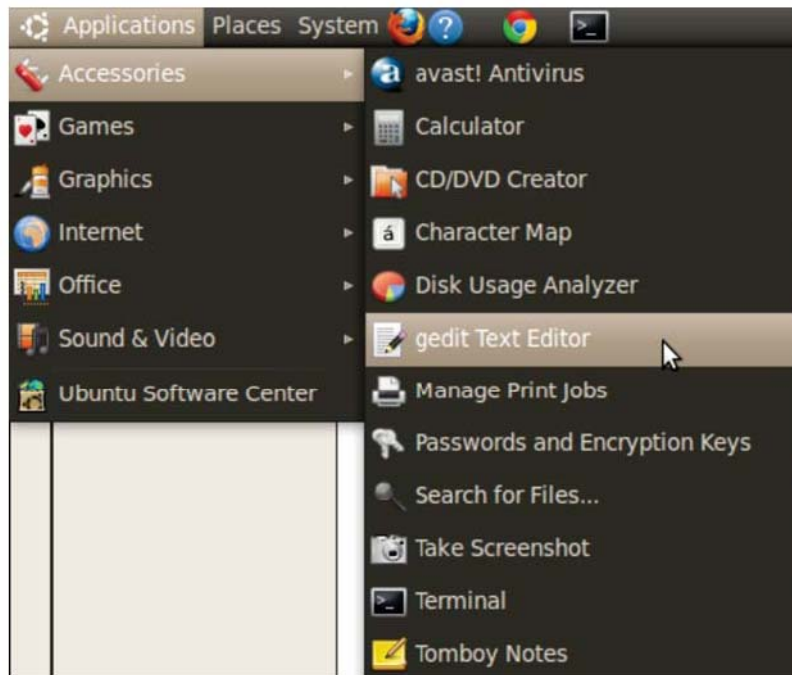
Figure 11.12 : Opening the Gedit Text Editor

Once you have opened the editor type the content of first line. The first line generally should represent the title of each column. While typing the title fields should be separated by a comma. Do not put comma at the end of last title. Here you need to press ENTER key. The next line will contain the values corresponding to the titles entered by you. The values again should be separated by a comma. We call this as first record. There should always be one to one mapping between the number of titles and the number of values. Similarly additional records can be entered in next lines. Figure 11.13 shows the sample data set. Save the file giving appropriate name and give **.txt** as extension.

Note that the comma separated file is created exactly the same way; the only difference is in the extension of the file. The file in figure 11.13 is named **address.txt**. Once the text file is created it should be registered first with the main document. The procedure for registering a data source is explained below :
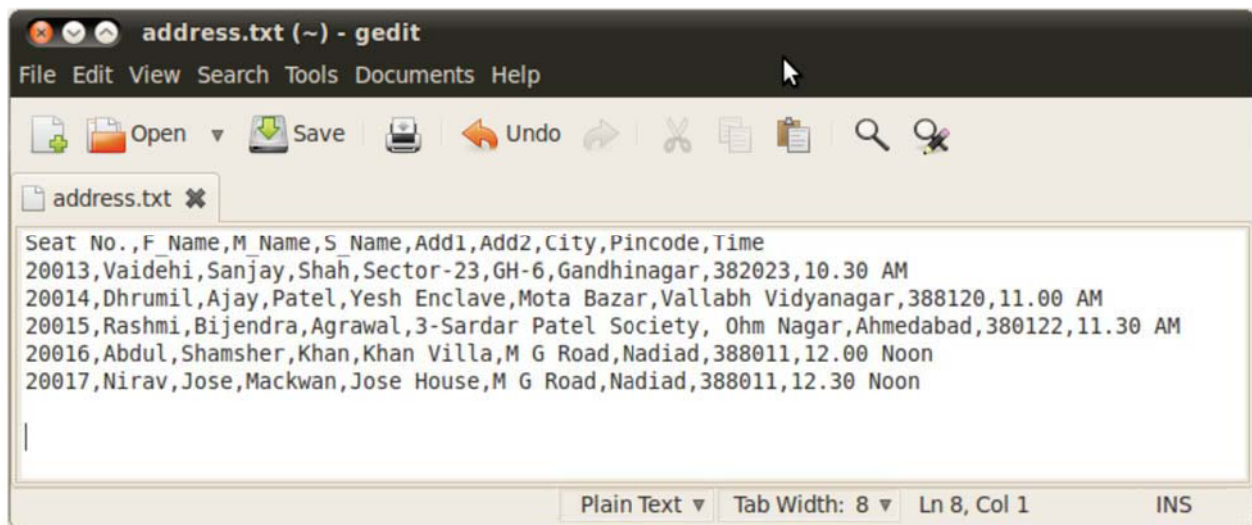

Figure 11.13 : Database for Mail Merge

Registering a Data Source

For a data source to be directly accessible within a Writer document, it must first be registered. This process is to be done only once; after that, the data source is available to all documents in OpenOffice.org. The step-by-step procedure for registering the data source is explained below :

(1) From Writer, choose File → Wizards → Address Data Source.

(2) The option in the first step of the wizard depends on the operating system loaded on the computer. Select the appropriate type of external address book. If the type of data source is not present in the list, select Other external data source because we have considered a text file to explain the procedure. Click Next. (See figure 11.14).
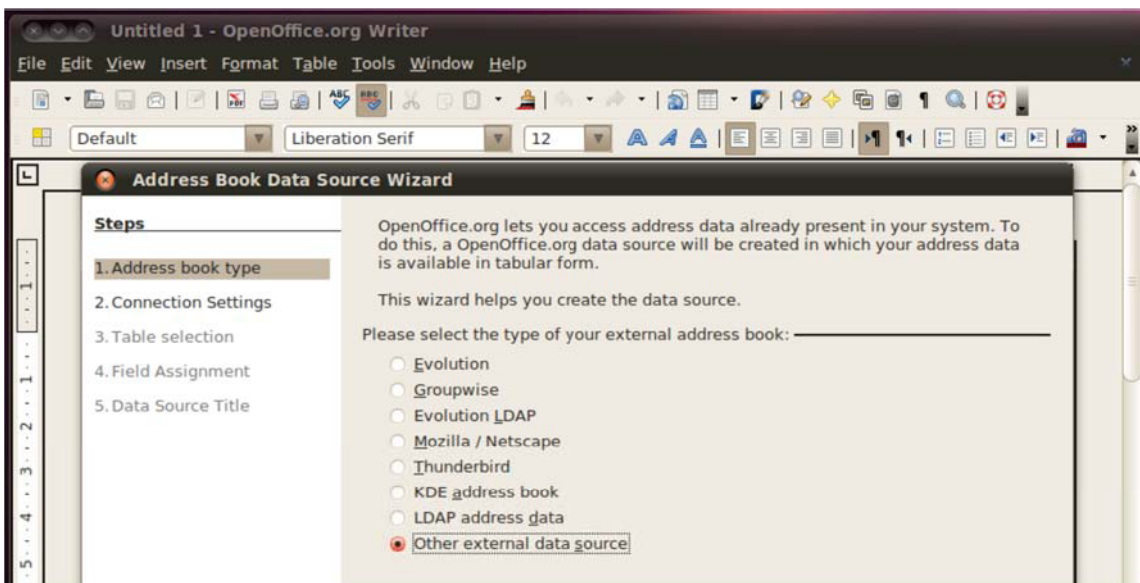
Figure 11.14 : Selecting Data Source

(3) In the next step of wizard select the Settings button. (See figure 11.15).

Figure 11.15 : Data Source Connection Setting

(4) In the Data Source Properties page, select the Database type. In our example, it is Text. Click Next. (See figure 11.16).
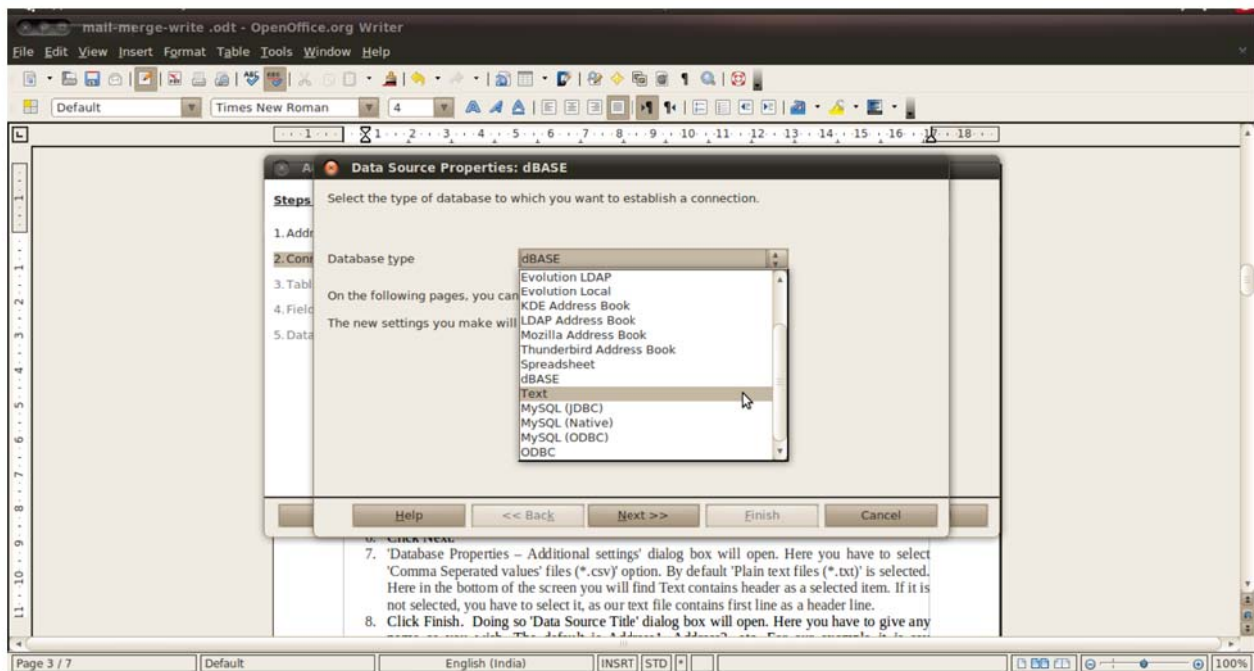

Figure 11.16 : Data Source Properties

(5) In the next dialog box, you have to give the location where your text file is stored. If you know the exact path of text file, type it in the box otherwise click the Browse button and navigate to the directory that contains your file (See figure 11.17). Here choose Select option to return to the Database Properties - Connection settings dialog box. The Test Connection button will now be enabled and we would be able to check whether the connection has been correctly established or not.
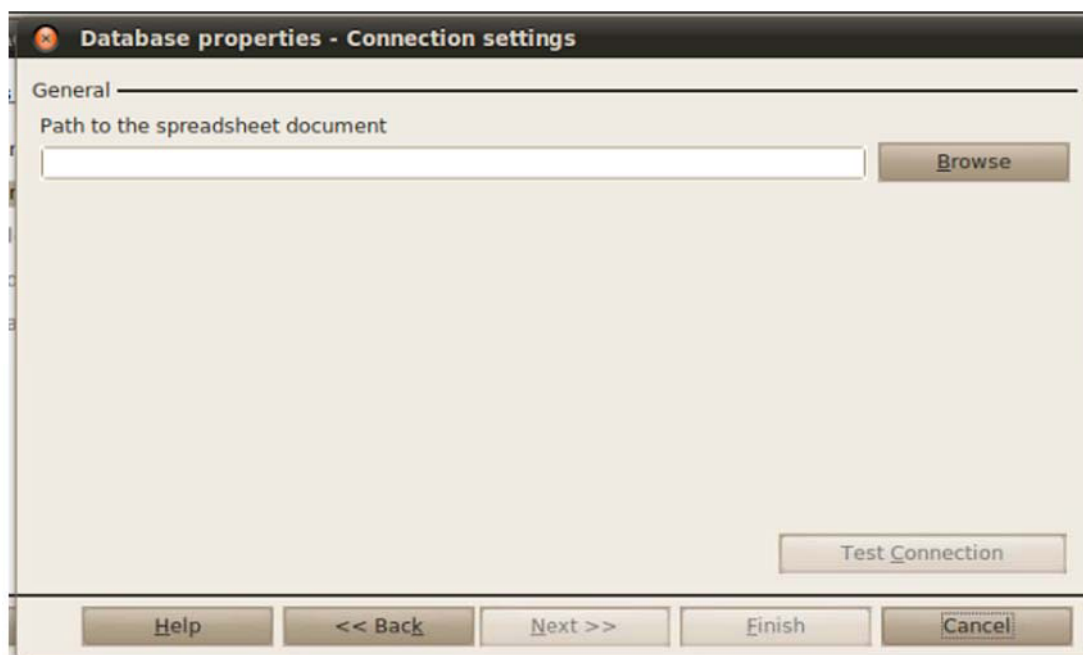
Figure 11.17 : Database Connection Settings

(6) Click Next.

(7) Database Properties – Additional settings dialog box will now be opened. Here you have to select appropriate file type option that is text file option or 'Comma Separated values' files (*.csv)' option. By default 'Plain text files (*.txt)' is selected. Observe that at the bottom of the screen you have check box with label **Text contains headers**. This check box should be enabled. If it is not enabled then you will have to enable it, as our text file contains first line as a header line. (See figure 11.18)
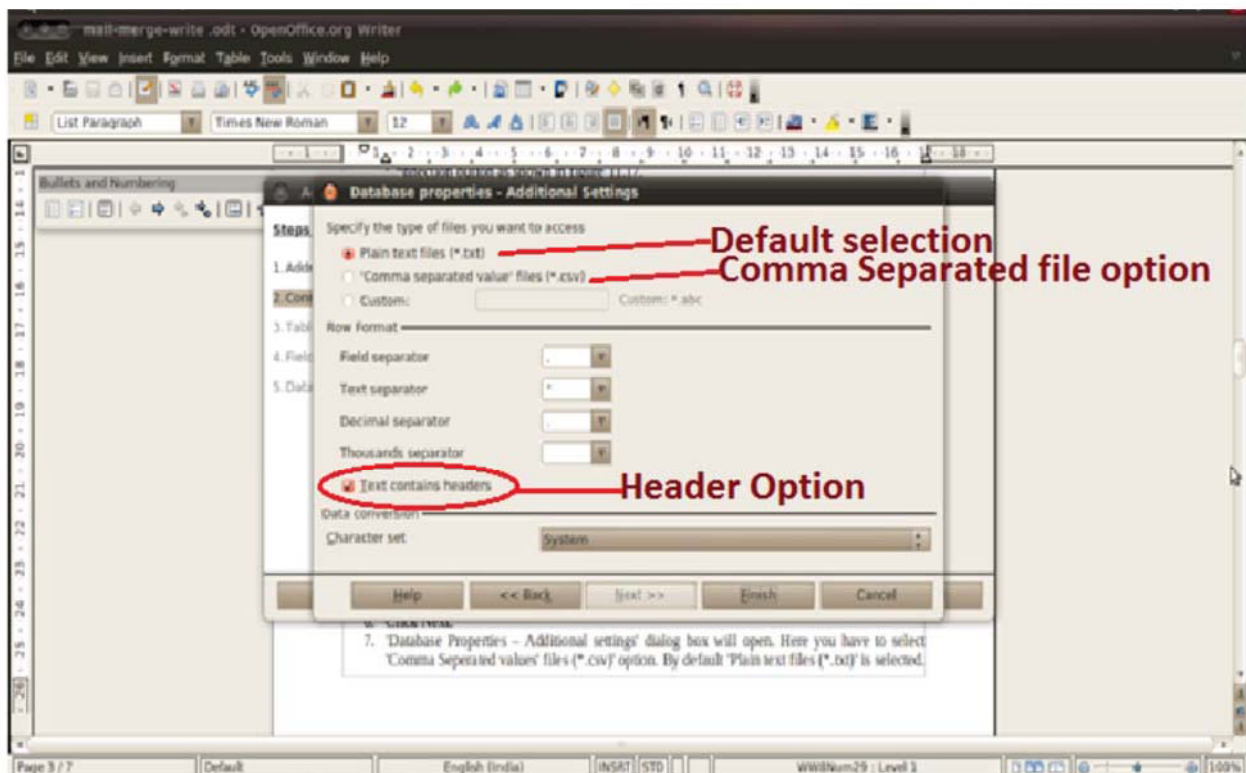
Figure 11.18 : Database Properties : Additional Settings

(8) Click Finish. Doing so 'Data Source Title' dialog box will open. Here you have to give any name of your choice. The default name is Addresses.odb. Click finish.

(9) The data source is now registered.

Creating a Form Letter

Let us recall our example: we want to send a letter to several candidates to be called for interview. We can create the main document in usual way as we are creating a normal document :

(1) Create a new text document: File → New → Text Document, or open any document from already saved (form letter) with File → Open.

(2) Display the registered data sources: View → Data sources (or press F4).

(3) Find the data source that you wish to use for the form letter, You will find the address selected because you have registered your data file with this name. The address data file will be displayed as shown in figure 11.19.

Figure 11.19 : Opening Database

Now create or modify the form letter by typing in the text, punctuation, line breaks, and so on that will be present in all of the letters. To add the mail-merge fields at appropriate places (such as names, addresses, interview time etc.), click in the field heading and drag it to the appropriate position in the letter as shown in figure 11.20. Continue until you have composed the entire document. (See figure 11.21)

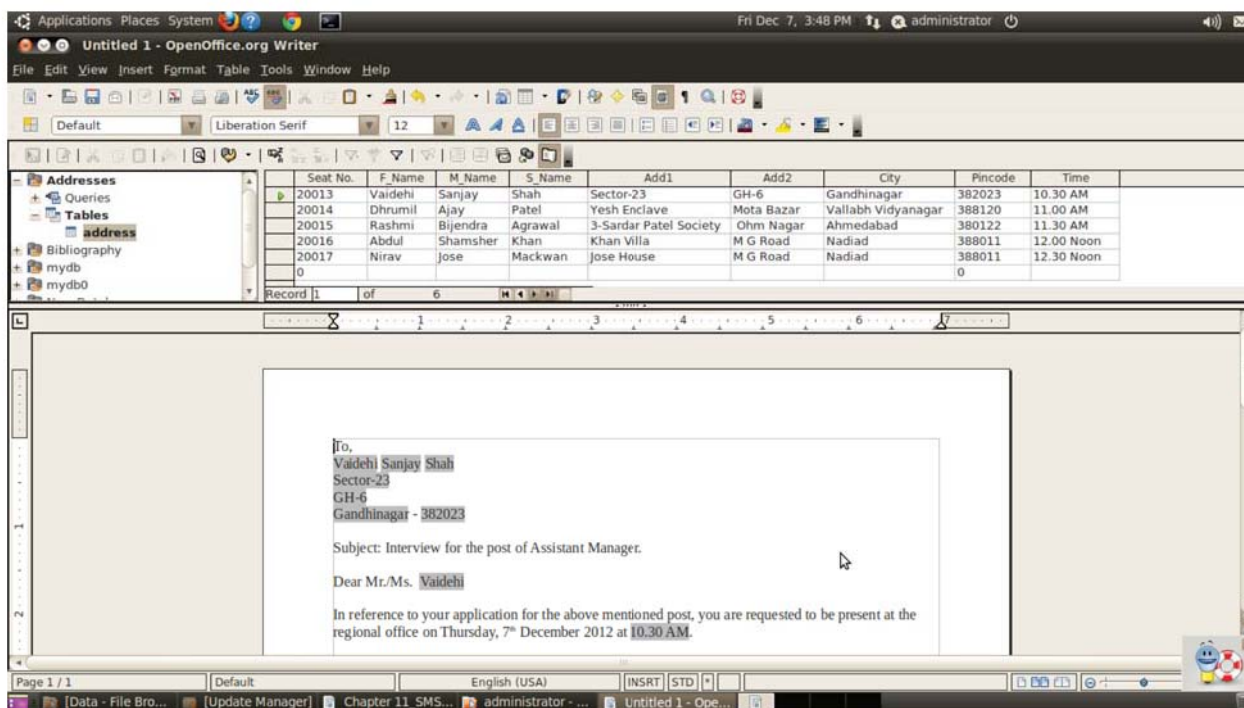**Figure 11.20 : Dragging Fields in the Form Letter**

Figure 11.21 : Document after Mail Merge Process

The document is now ready to be merged.

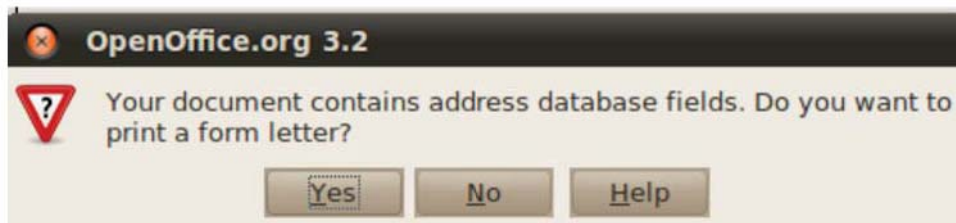(1) Choose File → Print and click on Yes button as seen in the message box. (See figure 11.22)

Figure 11.22 : Printing of Form Letter

(2) Doing so the Mail Merge dialog box shown in figure 11.23 will appear with records of database displayed. You can choose all the records or choose some as per your choice. To select individual records to be included in merging, every time while selecting a record, hold down the CTRL key and click a record to be selected. If the records to be selected are consecutive, select the first record in the range and scroll up to the last record and press Shift + click on the last record. Press OK. You can either print the merged file directly or save it in a file for printing it later or even for further modification. If you are storing the merged document as a file, you can store it as a single file or individual files. For printing the resulting document, you have to select the printer in the output section of the Mail Merge dialog box (See figure 11.23).
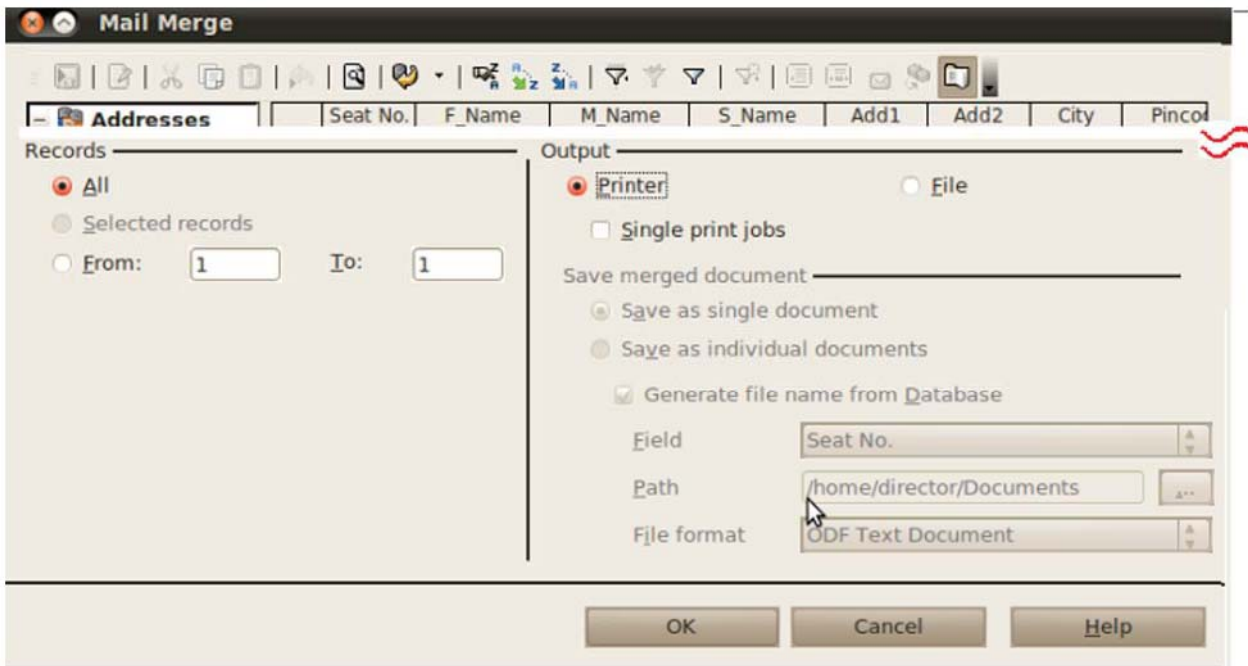
Figure 11.23 : Mail Merge Dialog Box for Printing

Select File in the output section to redirect the resulting document to file. Doing so, the next Mail Merge dialog box will be displayed as shown in figure 11.24.
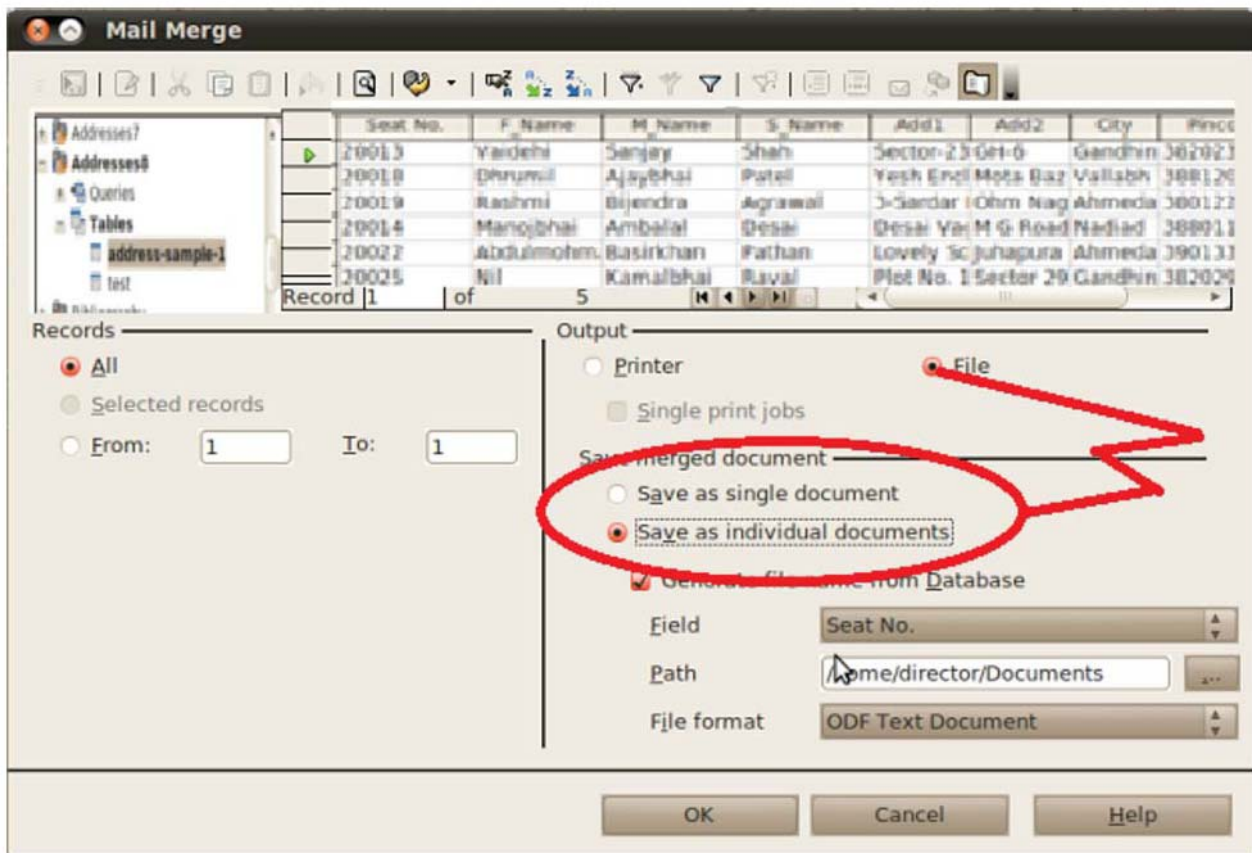

Figure 11.24 : File is selected for Results

Here in Save merged document section you can choose Save as single document to get result in single file or you can choose save as individual document to store each letter as separate file. Default is Save as single document. The file so created can be edited, as we are editing other documents.

(3) If you have not saved the original form letter (template) previously, then you have to save it now.

Quick Printing

Generally documents are stored for the purpose of maintaining records. To print the document quickly click the Print File Directly icon 🖨 to send the entire document to the default printer defined for your computer.

Controlling Printing

When you select print option from File menu or by pressing CTRL + P, Print dialog box will be displayed as shown in figure 11.25. You will find several options here, for having more control over printing.

The Print dialog box has five parts, from which you can choose options as per your requirement. They are Printer, Properties, Print Range, Copies and Options. We shall discuss all these options one by one. Note that the options selected on the print dialog box will be applied to the printing of current document only.

Printer

If you click on a small triangle (▼), a list of names of printers (only those which are installed on your computer) will appear in line with the Name. You can select the printer on which you want
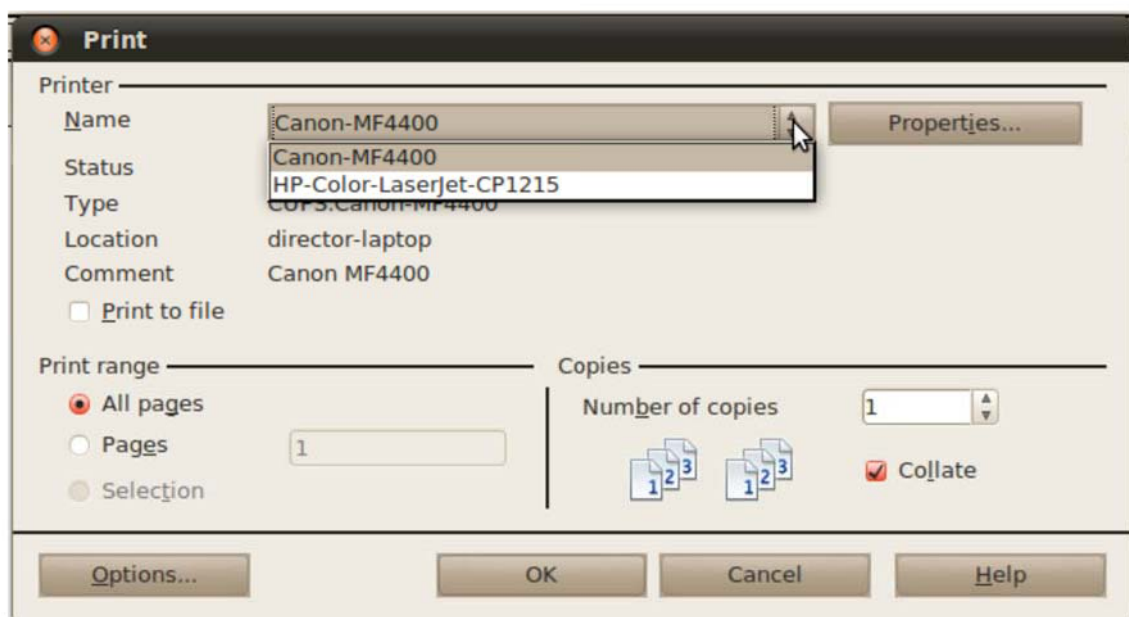

Figure 11.25 : Printer List

to print your document. By clicking the desired printer, the name of that printer will be displayed in the Window of Name option as can be seen in figure 11.25. The printing of your document starts after pressing OK. If you want to convert your document into PDF format, you can select Adobe PDF option from the list of printers. In this case, you can give a file name and the place where you want to save it. Press OK.

> **Note :**
>
> The view of figure 11.25 may differ in your organization due to different printer configurations.

Properties

When we select Properties, the Property dialog box will appear and this dialog box varies depending on the printer. There are five options to set. They are Layout, Paper, Graphics, Extra and About. If you select Layout, you can choose potrait or landscape orientation. By clicking on the Paper we can set the number of copies, paper size and paper type that is whether the paper is thin or thick or printer default. Darkness (Normal, Light, Dark) or Resolution can be set by selecting Graphics option.

Print Range

If you want to print, all the pages or some selected pages, here is the place where you can set your requirement. By default, All the pages is the selected option. Pages option is selected, if you want to print some selected pages. ' – ' is used to set the range of pages (the pages to be printed are consecutive) and ' , ' is used to separate pages (if pages to be printed are non-consecutive). For example, if you type ' 3, 8-12, 15', then page number 3, 8, 9, 10, 11, 12 and 15 will be printed. If you want to print some selected portion of the document, then select the desired portion to be printed and choose Selection option here.

Copies

The copies option is used if you need more than one copy of the document or page. Here you can select number of copies. If it is more than one, you have Collate option. If it is selected, the whole document (or Selected pages) will be printed and then next copy will be printed. If this option is deselected, the first page will be printed for as many number of times as you have given in number of copies. Then second page will be printed and so on. For example if you have 5 page document and need 3 copies of it to be printed. If the Collate option is selected, All 5 pages will be printed first and then second copy and then third copy. If the Collate option is deselected, then 3 copies of first page will be printed first then 3 copies of second page will be printed and so on.

Previewing Pages Before Printing

The normal page view in Writer shows you what each page will look like when printed. Writer provides mainly two different views; Editable and Read only view. There are three options for viewing the document. They are single page view, double page view and facing page view. The option can be selected on the status bar at the bottom of the writer screen as shown in figure 11.26.
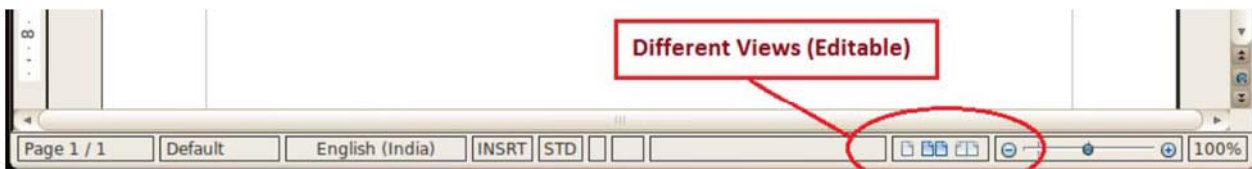
Figure 11.26 : Different Views

The Read-only-view can be selected by choosing File → Page Preview or Click the Page Preview button on the standard toolbar. Writer now displays the Page Preview toolbar instead of the Formatting toolbar as shown in figure 11.27 and the names of the icons of the tool bar is shown in figure 11.28.
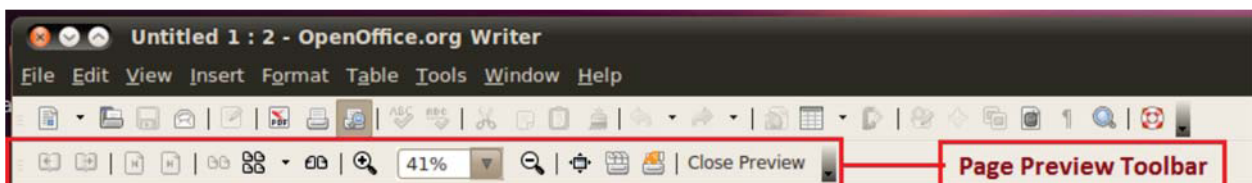

Figure 11.27 : Page Preview Toolbar

Select the required preview icon: Two Pages , Multiple Pages or Book Preview . To print the document from this view, click the Print document icon to open the Print dialog box. Choose the print options and click the Print button. By clicking the Close Preview option you can switch over to editable view.

Changing Page Format and Page Margins

To format a page, select Format → Page. A Page Style dialog box will appear as shown in figure 11.29. You can change here Page Type that is Page format. By default the page format is letter. The size of letter format is : Width – 8.50" and Height – 11.00". If you select the format as A4 the the size will be: Width – 8.27" and Height – 11.69". If legal is selected the page

Figure 11.28 : Page Preview Toolbar-Icons' Name

size will be: Width – 8.5" and Height – 14". Other such options are: A5, A3, B6, B5, B4, different envelop sizes and others. Apart from the standard formats, you can set your own format called custom format. The custom size can be set by entering the desired Width and Height.
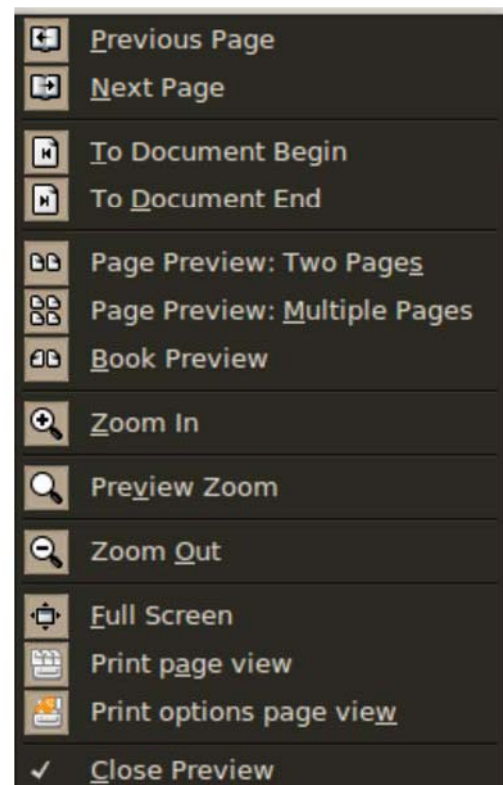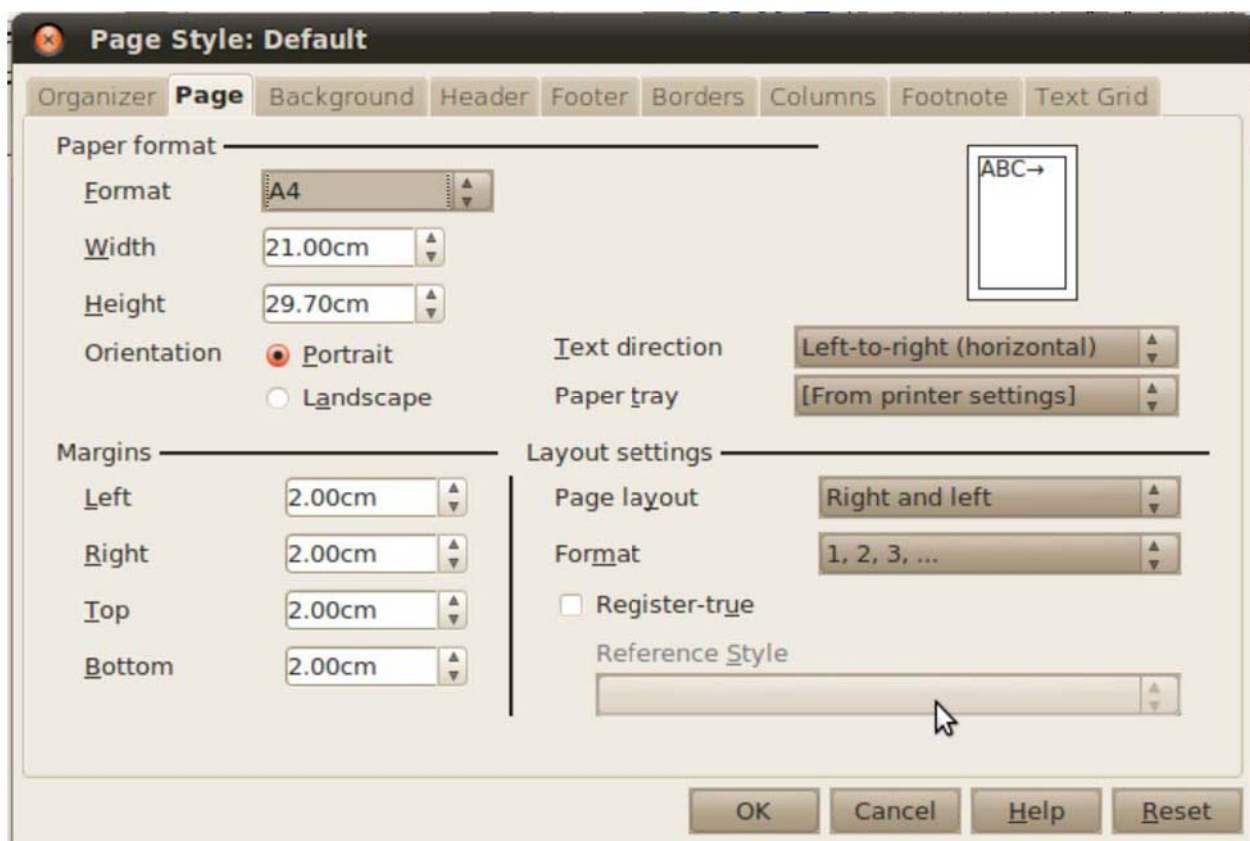
Figure 11.29 : Page Style Dialog Box

If you select landscape option (by default it is Potrait) the Width and Height will be interchanged.

All the four types of margins can be set from Margin section. Normally the margins are set in inches. The left margin is 1" means printing will start 1 inch away from the left edge of the page. Similarly Top, Bottom and Right margins show the distance of printing from top edge, bottom edge and right edge of the paper.

- **Background :** By selecting this option, we can change the background colour. For no background color No Fill option is selected.

- **Header and Footer :** Header and Footer margins can be set by selecting Header and Footer option. Header we mean the text to be printed on each page on the top of the page. Footer,we mean, same as Header except it will be printed on the bottom of each page. Headers and Footers are printed in top and botom margins and so Header margin should be less than top margin and footer margin should be less than bottom margin.

- **Columns :** This option permits us to type in two or three columns. These columns can be set to have equal width or it can be set as per your requirement. The column width for each column seperately can be set and the spaces between columns can also be set as per your need. We can select some pre formatted style also as shown in figure 11.30.
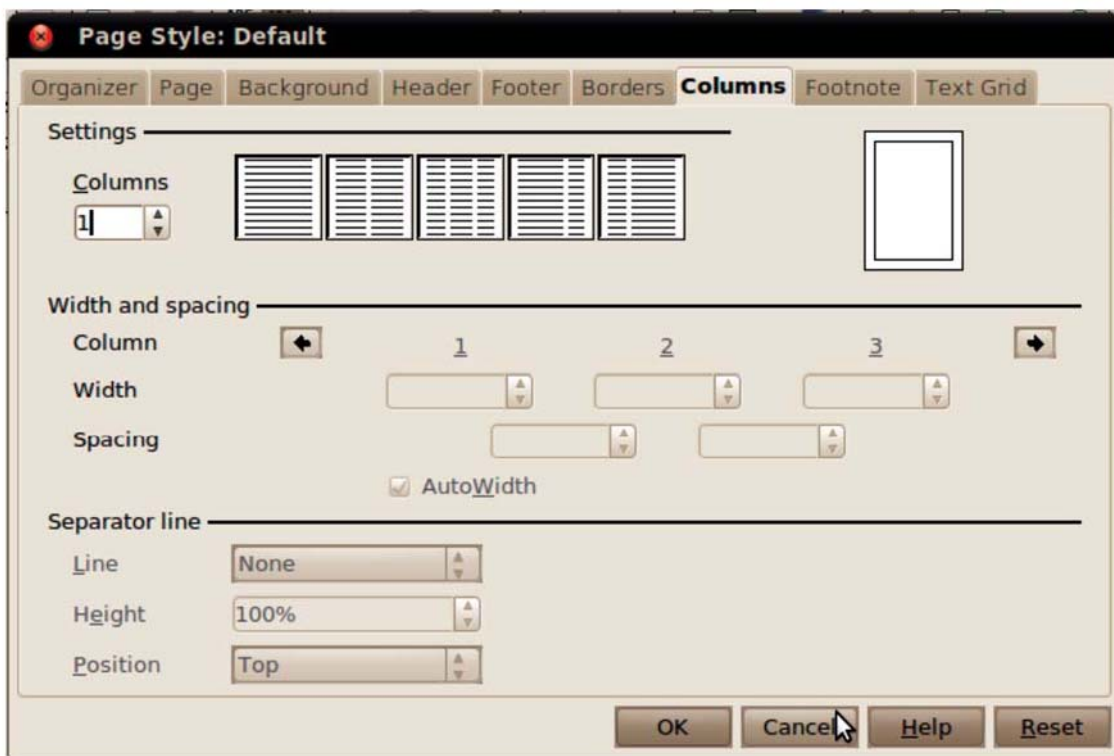
Figure 11.30 : Page Style-Column

Creating Headers and Footers

Choose Insert → Header or Footer (See figure 11.31). Selecting this we get the cursor on the top of the content of the page, where we can type the header text. Similarly if we select Footer, we get the cursor in the area on the bottom of the page just below the actual text of that page. The Default settings are same as we set by the Page Style.

Figure 11.31 : Inserting Header & Footer

Numbering Pages

OpenOffice.org allows us to use fields to manage page numbers. To insert a page number field, position the cursor where you want to insert the number and choose Insert → Fields → Page Number (See figure 11.32).

Figure 11.32 : Inserting Page Number

The page number appears with a gray background. The gray background denotes a field and the background will not be printed. The system Date, Time, Page Count, etc. can aslo be printed at desired location same way as Page number.

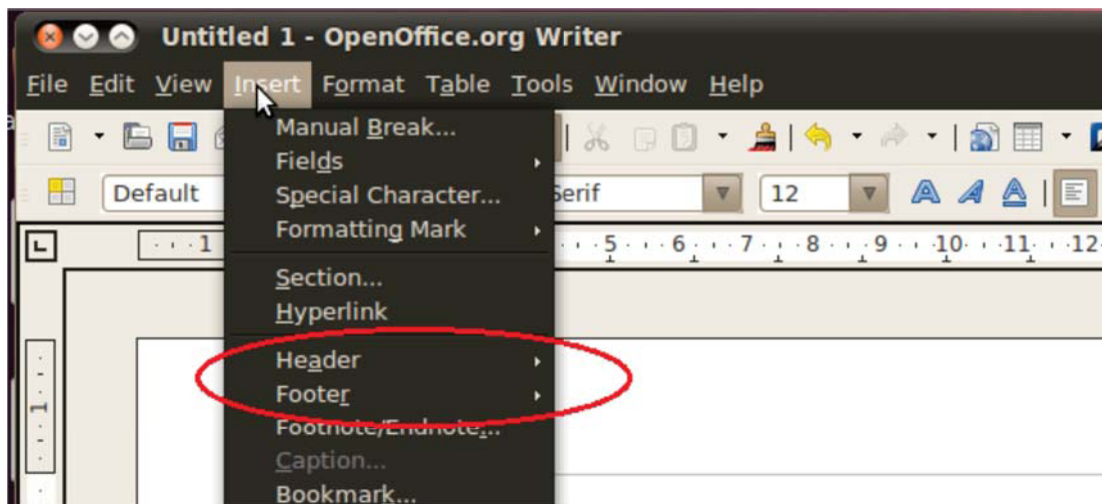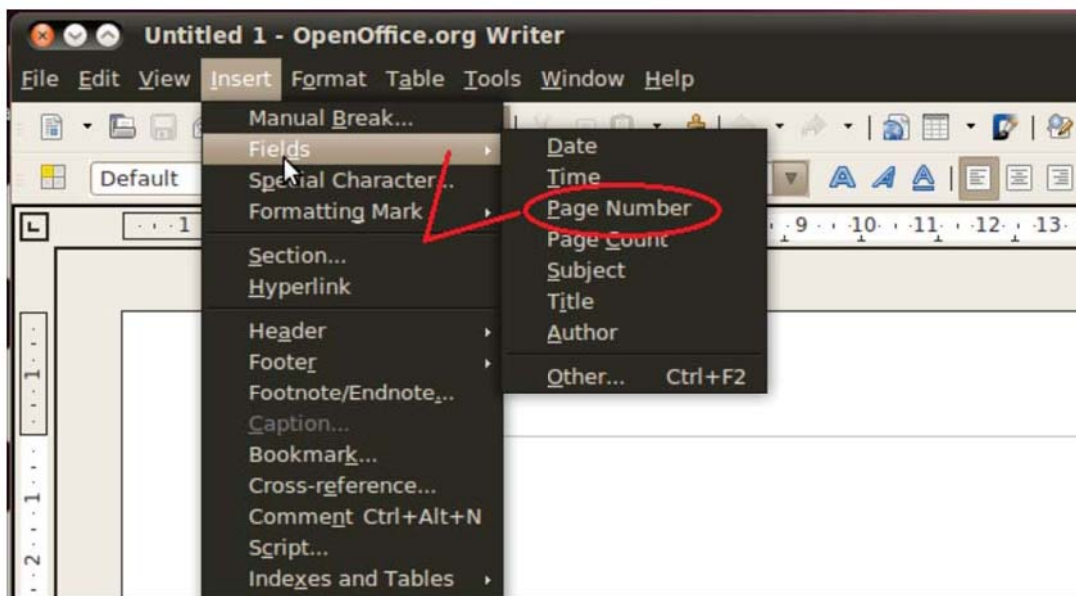## Footnotes and Endnotes

While reading some books you must have observed that contents such as author name, name of scientist etc that require special treatment are shown with a symbol besides it. The additional comments for such word (name of author) are normally written at the end of the page. For example if the sample text is, "Sir Isaac Newton* is one of the greatest scientists." Then at the bottom of the page you may find that "* − (25 December, 1642 − 20 March, 1727)" is written. Here it is a reference given to the period for which Sir Issac Newton lived. It is possible to use any symbol in place of *.

In general, a note is additional information in reference to the main text or some comments in support of the main text. If the comment is written at the foot (bottom) of the page it is called **Footnote** and if it is written at the end of the text (either at the end of the chapter or at the end of the book), it is known as **Endnote**. Often numbers are used instead of symbols. Symbols or Numbers are normally written as superscript (like Computer[1] …). Let us now see how to create Footnote and Endnote in Writer.

Creating Footnote / Endnote

To create a Footnote/Endnote, take the cursor where you want the Footnote / Endnote symbol to appear. Choose Insert → Footnote/ Endnote …, A "Insert Footnote/Endnote" dialog box will appear. (See figure 11.33). There are basically two sections in the dialog box namely Numbering and Type.
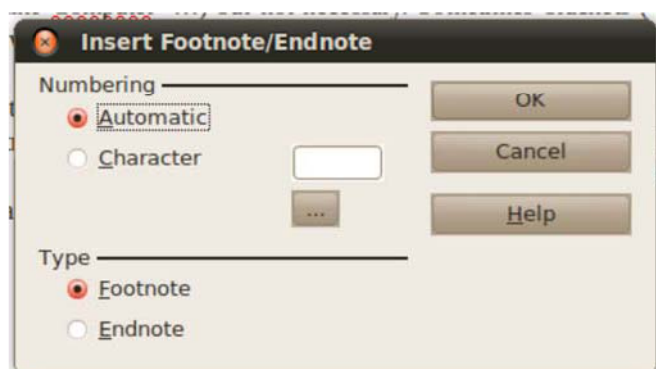

Figure 11.33 : Insert Footnote/Endnote Dialog Box

Numbering : You can use either number or symbol for reference. You can select Automatic or Character from the available options. The default option selected is Automatic, in such a case numbers will be used for reference. If you select Character, you can use any symbol for reference. To insert a symbol, click on ... to display a set of symbols (see figure 11.34). Select a symbol of your choice, in the same way as you are inserting a symbol in a document.

Type : Footnote option is selected by default for inserting footnote. To have endnote, you have to select Endnote option. The same options as explained in Numbering applicable to endnote are also applicable to Footnote. The only difference is its position as mentioned above.
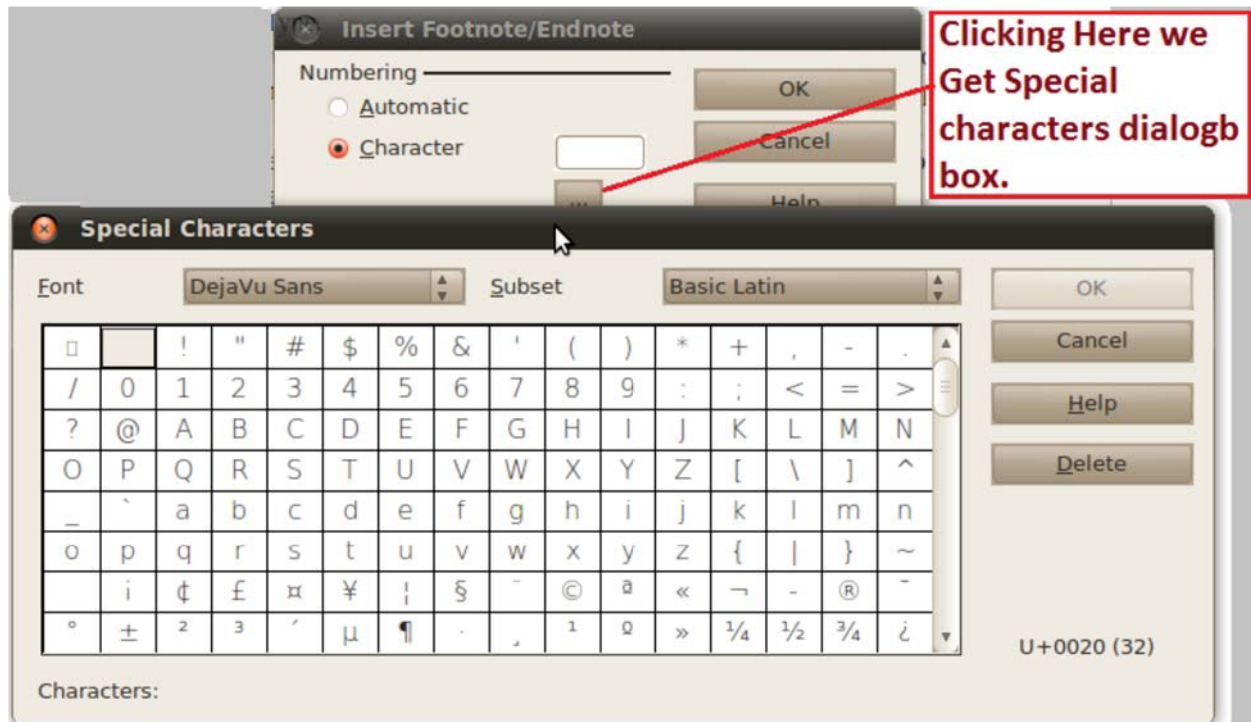
Figure 11.34 : Footnote-Endnote Character Set

Summary

In this chapter we learnt about tables, how to create and insert table in Writer. We also saw that we can perform nesting of tables. This helps us representing complex data in an easy format. The operations on tables include splitting of cells, merging of cells, adjusting the cell size as well as resizing the rows and columns. This also include resizing of table, that is incresing or decreasing rows and columns height and width respectively. We saw that tables can be auto formatted to give better visual look.

The next topic discussed in the chapter was mail merge. Mail merge is a very usefull application to create multiple documents having similar contents with some minor changes. We learnt that different types of documents are required for performing mail merge. We saw how to create and register a data source if one does not exist. The final step here was merging the doucment using printing options. Finally at the end of the chapter we saw how to insert a Footnote or Endnote in a Writer document.

1.   Choose the most appropriate option from those given below :

(1) Before creating table, deciding on number of rows and columns
   (a) is not a good idea
   (b) is a good idea because planning saves time and efforts
   (c) is really necessary because more rows and columns cannot be added later.
   (d) is really necessary because excess rows and columns cannot be deleted later.

(2) Which short-cut key is used to insert table in a document ?
   (a) TAB + F12   (b) ALT + F12
   (c) SHIFT + F12   (d) CTRL + F12

(3) The default table size is
   (a) 1 column, 1 row   (b) 2 columns, 1 row
   (c) 2 columns, 2 rows   (d) 1 column, 2 rows

(4) Which of the following moves the insertion point to the previous cell ?
   (a) TAB   (b) SHIFT + TAB
   (c) BACKSPACE + TAB   (d) CTRL + TAB

(5) What is the shape of the mouse pointer when drawing a table ?
   (a) Pencil   (b) White pointing arrow
   (c) Black pointing arrow   (d) Black plus

(6) Which short-cut key is used to insert row or column ?
   (a) SHIFT + INSERT   (b) ALT + INSERT
   (c) CTRL + INSERT   (d) TAB + INSERT

(7) Which short-cut key is used to delete row or column ?
   (a) SHIFT + DELETE   (b) ALT + DELETE
   (c) CTRL + DELETE   (d) TAB + DELETE

(8) How a table can be deleted ?
   (a) Click anywhere in the table and choose Delete / Table from Table menu.
   (b) Select table and press Delete key.
   (c) Select table and press Backspace key.
   (d) All of the above.

(9) Which of the following is valid type of data source in mail merge ?
   (a) Spreadsheet
   (b) Text files
   (c) Databases such as MySQL, Adabas, ODBC
   (d) All of the above

(10) The default file name of data source in mail merge is
   (a) …\Datasource.odb   (b) …\test-main-document.odb
   (c) …\Addresses.odb   (d) …\Recipient.odb

(11) What is the short-cut key to print a document ?
   (a) CTRL + P   (b) ALT + P
   (c) SHIFT + P   (d) TAB + P

(12) What are the five options that appear on print dialog box ?
 (a) Printer, Page Set-up, Print Range, Copies, Options
 (b) Printer, Page Set-up, Page Break, Size, Margins
 (c) Printer, Properties, Print Range, Copies, Options
 (d) Printer, Properties, Print Size, Color, Page Border
(13) The default orientation of a page in Writer is
 (a) Portrait   (b) Landscape
 (c) Book   (d) None
(14) The size of a letter page is
 (a) Width – 8.50" and Height – 11.00" (b) Width – 11.50" and Height – 8.00"
 (c) Width – 8.27" and Height – 11.69" (d) Width – 8.50" and Height – 14.00"
(15) Which four margins can be set from Margin section ?
 (a) Top, Bottom, Header, Footer (b) Top, Bottom, Left, Right
 (c) Header, Footer, Left, Right (d) Header, Footer, Row, Column

2. State whether the following statements are True or False ?

(1) The text written in Header and Footer is printed on each page of the document.
(2) The page number appears with gray background and is printed with background.
(3) When splitting a table into two tables, the Heading row(s) are copied in the second table automatically if *repeat heading* option is checked.
(4) Writer creates a table as wide as the page area.
(5) A new column is created in table by pressing *tab* key.
(6) Only one row can be specified as a *heading* of a table.
(7) The default alignment of the text in the cell is top-center of the cell.
(8) Cells in a the same row or same column can be merged only
(9) Mail merge is used to prepare multiple copies of same document.
(10) The Form Letter contains the variable information in mail merge.
(11) The portrait and landscape orientations are set in Paper option under properties.
(12) In Print Range by default current page is selected for printing.
(13) The Collate option in Copies will print page wise specified number of copies of documents.
(14) By default the page size is A4.

PRACTICAL EXERCISE

1. **Create a table showing results of randomly selected 5 students of standard 9 as shown in the following table :**

Sr. No,	Roll. No.	Sub-1	Sub-2	Sub-3	Sub-4	Sub-5
1.	1	25	23	14	19	18
2.	5	16	13	17	21	22
3.	7	14	15	22	17	19
4.	10	20	12	18	16	15
5.	15	17	19	20	14	21

Perform the operations stated below :

(i)   Change the column width to best fit the content. (The maximum length text should fit exactly)

(ii) Move the table in the center position.

(iii) Increase the row height looks like double.

(iv) Make the content of all the cells vertically center aligned.

(v)   Insert a column to the right of the last column and type the total of marks obtained by all the students.

(vi) Split the second cell in to two cells horizontally and type Subject Name and Roll No. in upper and lower cells.

(vii) Insert a column to the left of the last column inserted and move the content of the last column to the newly inserted column.

(viii) Type the average marks in the last column.

2.   **Create a table given below. Use cell merge where required :**

State : Gujarat				
Crop →	**Wheat**	**Rice**	**Cotton**	**Average**
Region	Amount shown is in '000000 Rs.			
North	609	214	198	340.33
East	467	580	79	375.33
West	278	449	322	349.66
South	105	529	521	385.00

Create similar table for any three states of your choice. Show the information of all the four states in a single nested table.

3.   Write a letter using Mail Merge, calling all the students who have secured 1st and 2nd rank in the final examination of each class of std. 8,9 and 10 to collect the prices in the annual day celebration of your school to be held on 25th January of the coming year.

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