



Working with Tables, Pictures and Mail Merge

Introduction

This chapter expands on your basic LibreOffice Writer skills by focusing on tables. We will learn how to create, position, and resize tables, as well as how to add, modify, and format data within them using built-in styles.

Beyond tables, we will also discover how to insert and manipulate pictures in our documents. We will explore the process of printing documents. Finally, we will master Mail Merge, a powerful Writer feature for creating documents for multiple recipients.

Creating a Table

In word processing software such as LibreOffice Writer, a **table** is a structured grid designed to organize information. It is made up of **rows**, which run horizontally, and **columns**, which run vertically. The point where a row and a column intersect is called a **cell**, and each cell is where we place a specific piece of data relevant to both its row and column. A sample table is shown below:

Student Data					
Gr. No.	Name of Student	Class	Medium	Gender	Date of Birth
123	Kavya Patel	5	Gujarati	F	5-9-2015
234	Ilias Mansuri	10	English	M	7-7-2010
345	Blessy George	7	Gujarati	F	6-12-2013
456	Kartar Sing	8	Hindi	M	1-7-2012
567	Prapti Shah	5	English	F	24-6-2015

Table 8.1 : A table with Sample Data

For certain types of information, a **tabular format** is much better than simply presenting data in paragraphs for the following reasons:

- Tables offer a clearer visual structure, making it easier for users to scan and quickly find specific data.
- Tables make complex data more manageable and understandable by breaking it down into organized rows and columns.
- Tables let us present data concisely.
- Tables give us a better view when we need to compare data.
- Consistent formatting in tables boosts readability and helps prevent mistakes.

Now, let us create Table 8.1, consisting of 7 rows and 6 columns, to a new Writer document. Follow the steps:

- Open a new (blank) document in Writer.

- We can insert a table by clicking the *Table* menu and then selecting *Table* from the *Insert* submenu. This will open the *Insert Table* dialog box. We can also find the *Table* option directly in the *Insert* menu.
- Enter 'SchoolTable' as the table label, with 6 columns and 7 rows as shown in figure 8.1.

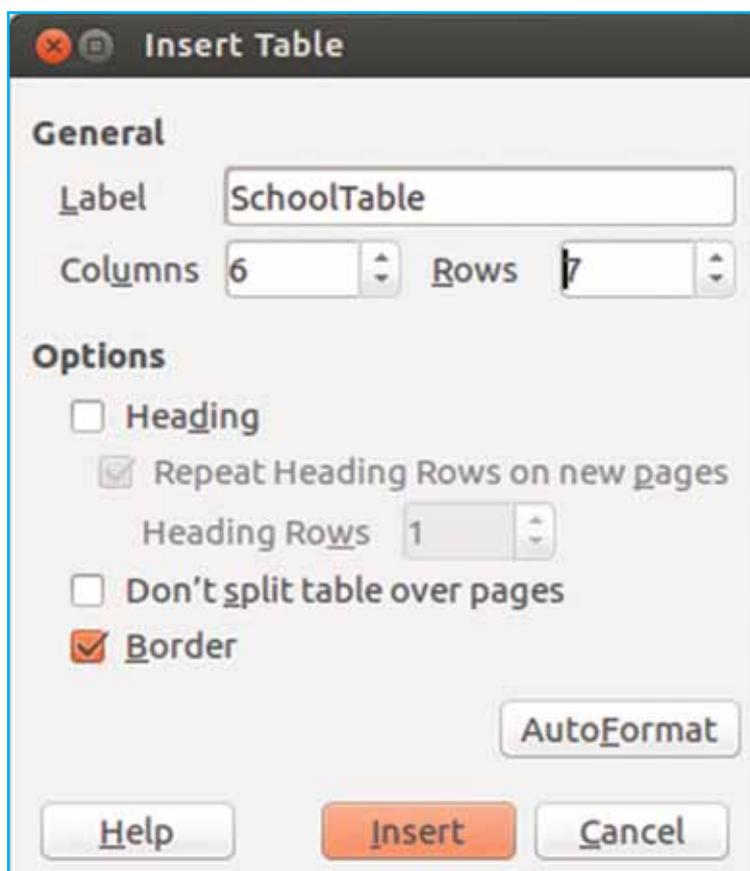


Figure 8.1 : Inserting Table in Document

- Once we have set the table's name, columns, and rows, click the *Insert* button to add the table to our document. Now we can populate it with the data as presented in Table 8.1. Our table will then appear similar to the example shown in figure 8.2.

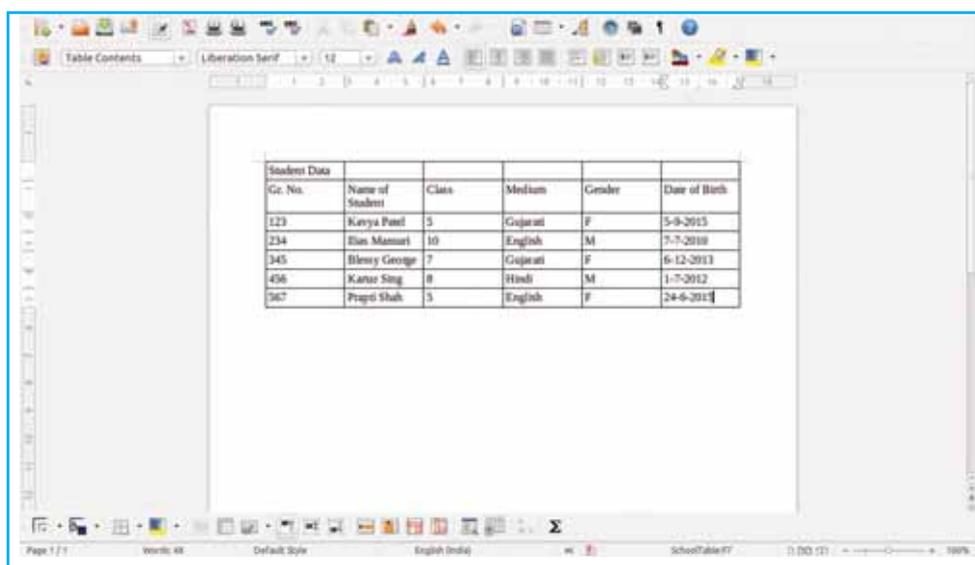
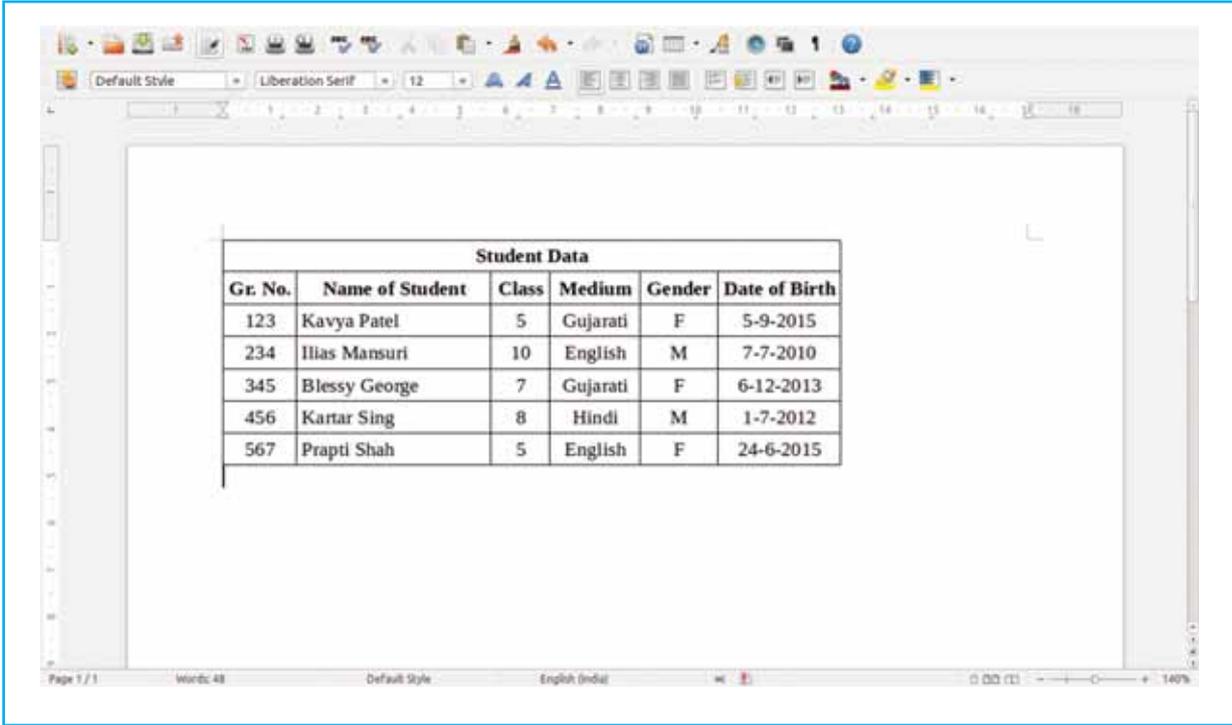


Figure 8.2 : Inserting Data in Table

Now, we will format the table to improve its look.

- Merge the cells in the first row by selecting them and choosing *Merge Cells* from the *Table* menu.
- Select the first two rows, apply center alignment, and bold the text using *Ctrl + B* or the toolbar.
- To better arrange the data, resize the columns by dragging the double-headed arrow that appears when you hover between columns. We can also adjust row height similarly. The formatted table is shown in figure 8.3.

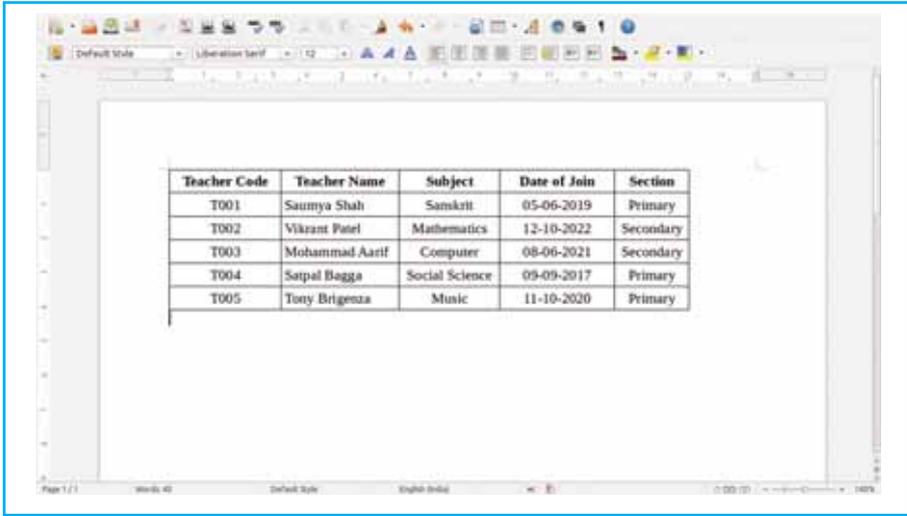


Student Data					
Gr. No.	Name of Student	Class	Medium	Gender	Date of Birth
123	Kavya Patel	5	Gujarati	F	5-9-2015
234	Ilias Mansuri	10	English	M	7-7-2010
345	Blessy George	7	Gujarati	F	6-12-2013
456	Kartar Sing	8	Hindi	M	1-7-2012
567	Prapti Shah	5	English	F	24-6-2015

Figure 8.3 : Text Formation in Table

Operations on Table

Let us explore more table manipulation options by creating another table. Set up a new document in Writer and create a table specifically for teacher information, like the one shown in figure 8.4.



Teacher Code	Teacher Name	Subject	Date of Join	Section
T001	Saumya Shah	Sanskrit	05-06-2019	Primary
T002	Vikrant Patel	Mathematics	12-10-2022	Secondary
T003	Mohammad Aarif	Computer	08-06-2021	Secondary
T004	Satpal Bagga	Social Science	09-09-2017	Primary
T005	Tony Brigenza	Music	11-10-2020	Primary

Figure 8.4 : Table for Teachers



Selecting Row/Column

To format or delete content within a table, we must first select the cells. The conventional way to select neighbouring cells in a table is by dragging your mouse. Often, we will need to work with the content of an entire row or column. Fortunately, LibreOffice Writer offers more efficient methods for selecting an entire row or column.

- Move the mouse pointer to the immediate left of the desired row. When our mouse pointer transforms into a small black right arrow, simply click to select the entire table row.
- Similarly, to select an entire table column, position the mouse pointer directly above the desired column. It will transform into a small black downward-pointing arrow. Simply click to select the entire column.

We can also select specific parts of a table—a row, column, cell, or the entire table—by using the menu options. Navigate to the *Table* menu, then choose the *Select* submenu. Within this submenu, we will find four options: *Table*, *Rows*, *Columns*, and *Cell*.

Here is what each option does:

- **Table:** Selects the entire table.
- **Rows:** Selects the row where our pointer is located.
- **Columns:** Selects the column where our pointer is located.
- **Cell:** Selects the individual cell where our pointer is located.

We can also select a row or column by right-clicking on the table to open the context menu as shown in figure 8.5. From there, hover over either the *Row* or *Column* submenu, and then choose the *Select* option to select the current row or column, respectively.

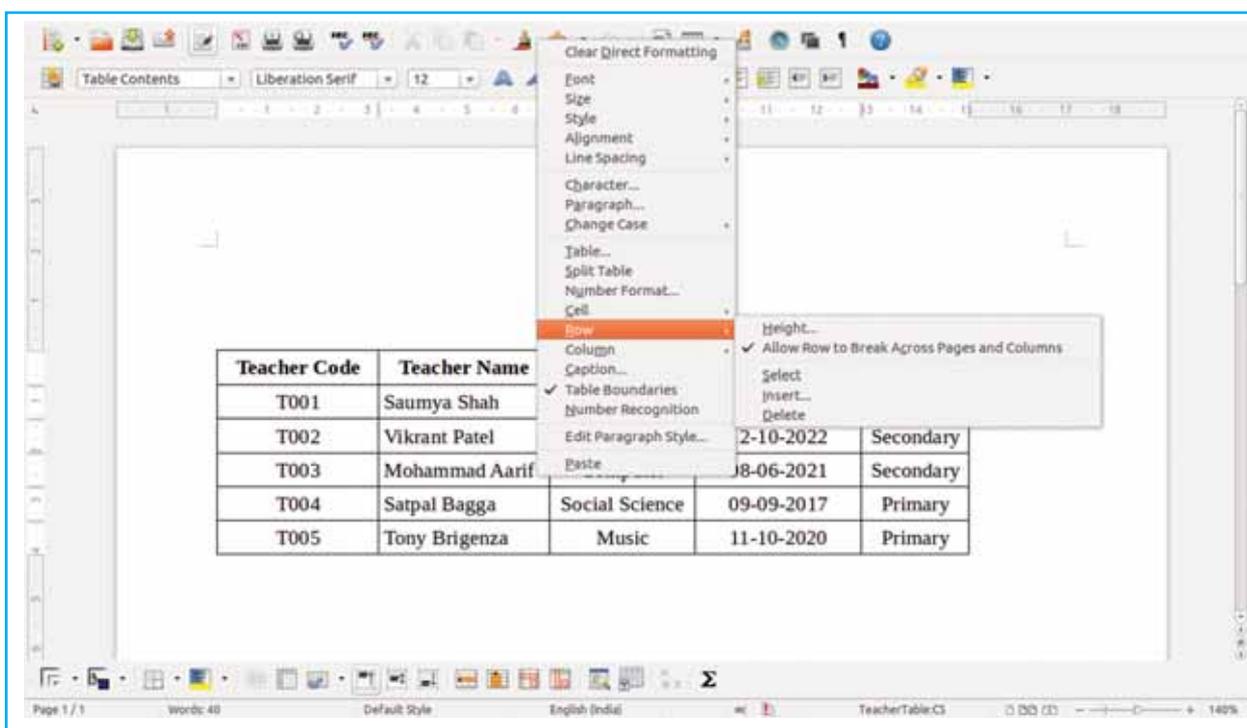


Figure 8.5 : Selecting Row Using Context Menu

Inserting Rows, Columns and Tables

After setting up our table, we will often need to add more rows or columns. Writer makes it easy to insert them into our existing table. Here is how we can insert a new row:

- To insert a new row, first, place the cursor in the table where we want the row to appear. Then, go to the *Table* menu, select *Insert*, and choose the *Rows...* option.
- Alternatively, we can right-click on the table.

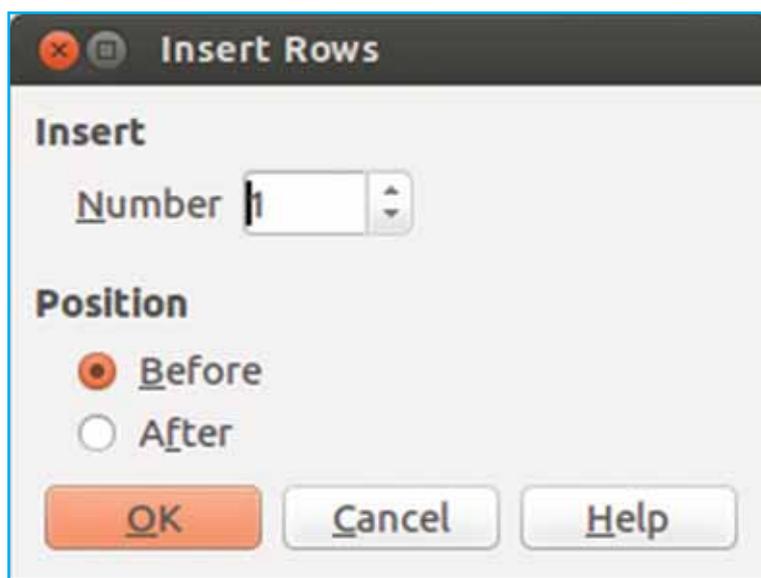


Figure 8.6 : Insert Rows Dialog Box

From the context menu that appears, hover over the *Row* submenu, and then select the *Insert...* option.

Any of above action will open *Insert Rows* dialog box as shown in figure 8.6.

- Once the *Insert Rows* dialog box appears, specify the desired number of rows in the *Number* field. Then, choose whether we want to insert these new rows *Before* or *After* the current cursor position.
- After we have set our preferences, click the *OK* button. The new rows will then be inserted into our table.

Similarly, we can insert a new column into our existing table by following the same steps.

- To insert a new column, first place the cursor in the table where we would like the column to appear. Then, go to the *Table* menu, select *Insert*, and choose the *Columns...* option.
- Alternatively, we can right-click on the table, then hover over the *Column* submenu and select the *Insert...* option. (Refer figure 8.5). Either of these actions will open the *Insert Columns* dialog box as shown in figure 8.7.

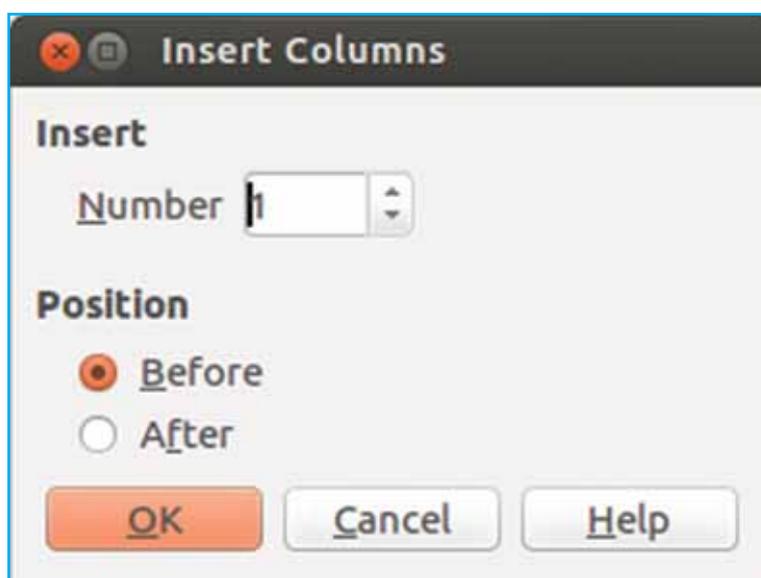


Figure 8.7 : Insert Columns Dialog Box



- In the *Number* box, enter how many columns we want to add. Then, choose whether we would like them inserted *Before* or *After* the current column position.
- After we have made our selections, click the *OK* button. The new columns will then be added to our table.
- We have successfully inserted two rows and one column into our Teachers table. It should now look like a table shown in figure 8.8.

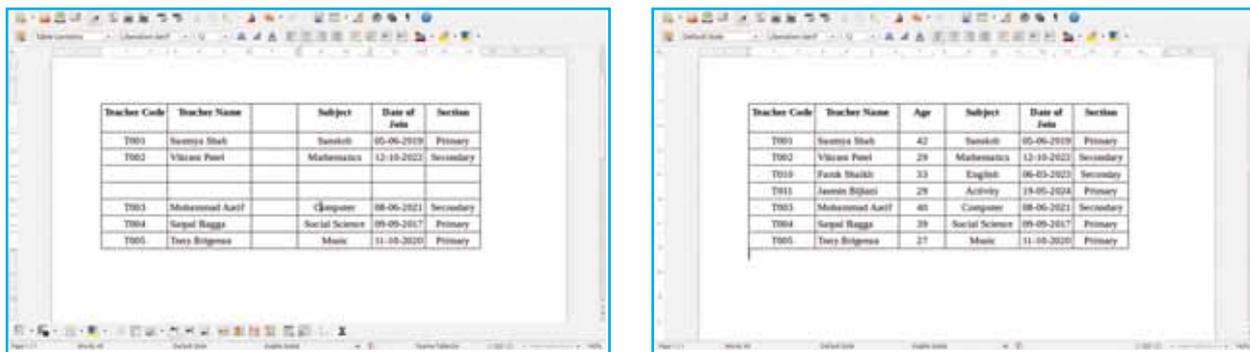


Figure 8.8 : Table with new Data in Inserted Rows and Columns

Inserting a table within an existing table, often called a nested table, allows for more complex and organized data arrangements. Here is how we can insert a new table inside an existing teacher's table:

- Place the cursor inside the cell where we want the new table to appear.
- Go to the *Table* menu, select *Insert*, and then choose *Table* to open the *Insert Table* dialog box.
- Choose the desired number of rows and columns, then click *OK*.
- Enter the data into the newly added table.

The figure 8.9 illustrates a nested table:

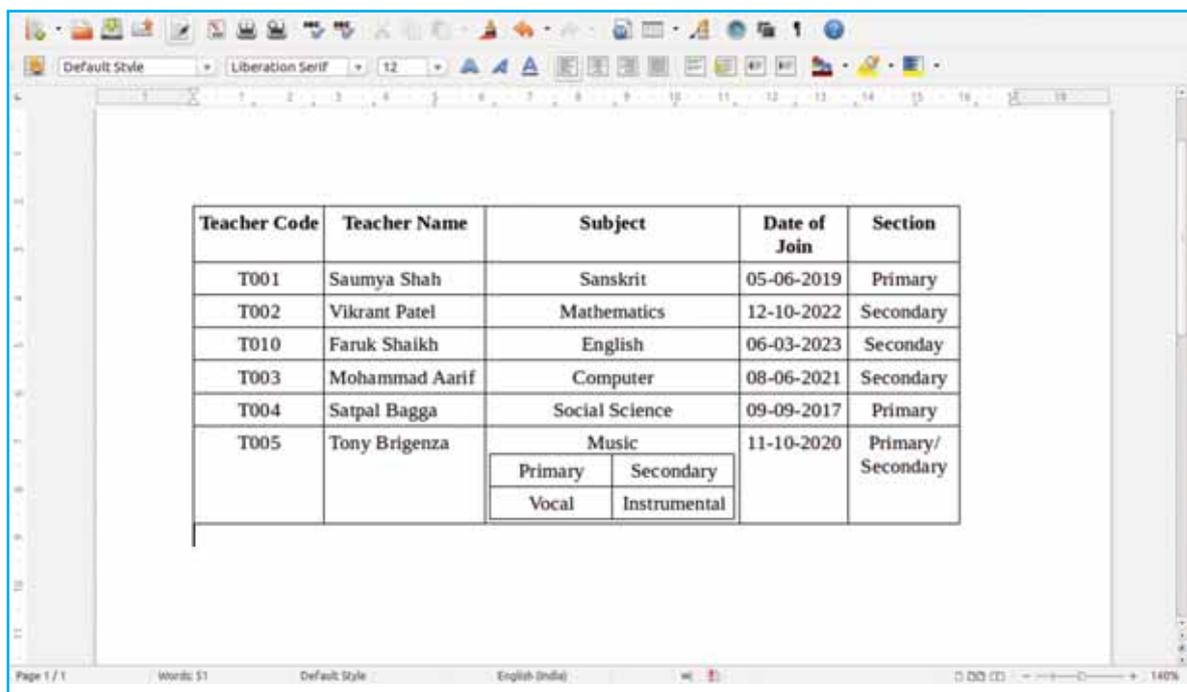


Figure 8.9 : Nested Table

Deleting Rows, Columns and Tables

We can easily remove unneeded tables from the document. To delete an entire table, go to the *Table* menu, select the *Delete* submenu, and then choose the *Table* option. This action will permanently remove the entire table and all its data from our document. If our cursor is currently inside a nested table, only that nested table will be removed, not the main, outer table.

To remove specific rows or columns from the table, we have two simple methods.

- Go to the *Table* menu, then choose the *Delete* submenu. From there, we can select either the *Rows* or *Columns* option.
- For a quicker approach, right-click on any cell within the row or column we want to delete. A context menu will appear; hover over the *Delete* option, and then choose either *Row* or *Column* from the submenu.

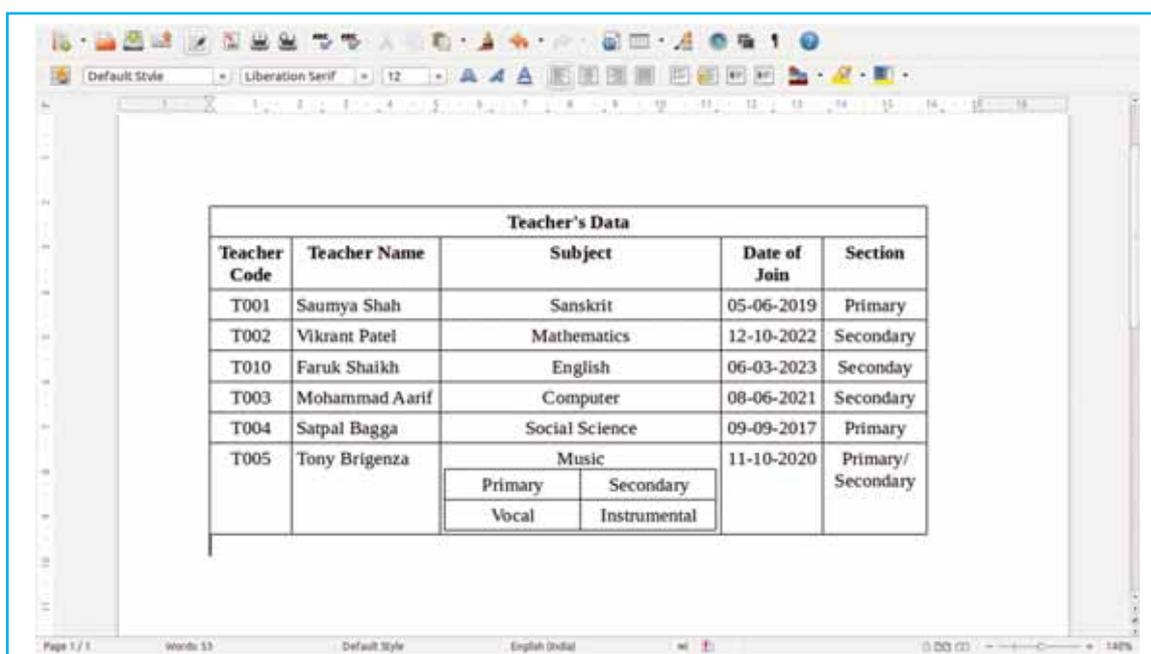
The selected rows or columns will be promptly removed from the table.

Merging Cells

Often, we want to merge several cells to enter common data that applies to specific rows or columns. Writer has a feature to merge the cells. Here is how it works:

- Open the document that contains teacher's table.
- Place the cursor in the first row of the table. Then, go to the *Table* menu, select the *Insert* submenu, and choose *Row*. This will insert a blank row with six cells at the top of the table.
- In the leftmost cell of this new row, type: Teacher's Data.
- Select the entire first row. We can do this by going to the *Table* menu, choosing the *Select* submenu, and then picking *Rows*. Once the row is selected, go back to the *Table* menu and choose *Merge Cells*. Alternatively, we can right-click on the selected cells and choose the *Merge* option from the *Cell* submenu.
- All the cells in that first row will now merge into a single cell.

The figure 8.10 displays a teacher's table that includes merged cells.



Teacher's Data					
Teacher Code	Teacher Name	Subject	Date of Join	Section	
T001	Saumya Shah	Sanskrit	05-06-2019	Primary	
T002	Vikrant Patel	Mathematics	12-10-2022	Secondary	
T010	Faruk Shaikh	English	06-03-2023	Secondary	
T003	Mohammad Aarif	Computer	08-06-2021	Secondary	
T004	Satpal Bagga	Social Science	09-09-2017	Primary	
T005	Tony Brigenza	Music		11-10-2020	Primary/ Secondary
		Primary	Secondary		
		Vocal	Instrumental		

Figure 8.10 : Adding Title of Table by Merging Cells



Splitting Cells

We can also divide any cell in a table into multiple smaller cells. To do this, simply select the cell we wish to divide, then choose the *Split Cells* option from the *Table* menu. This will open the *Split Cells* dialog box as shown in figure 8.11.

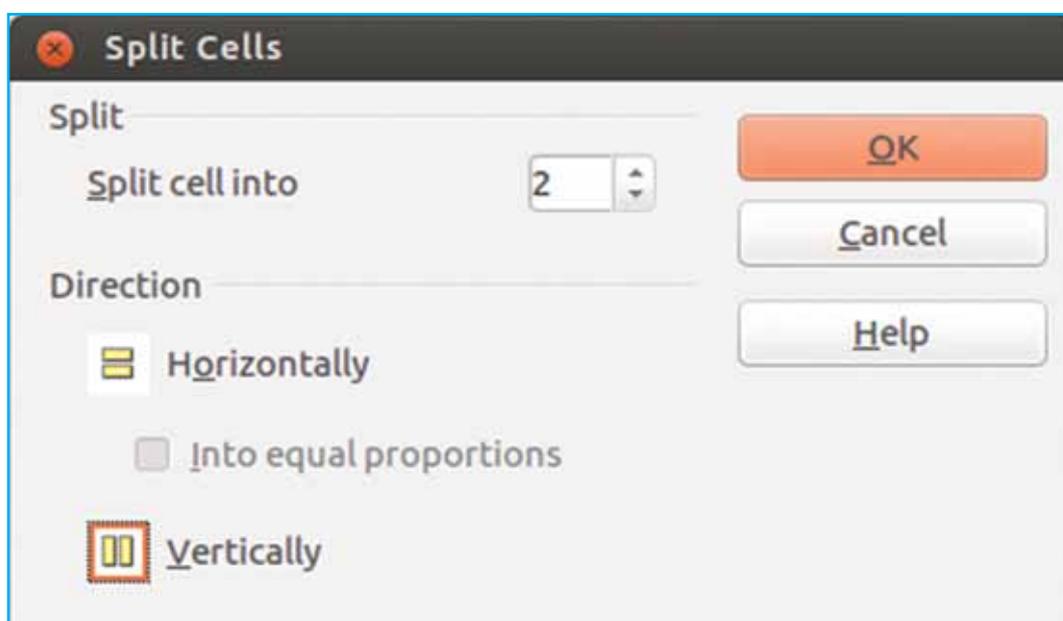


Figure 8.11 : Splitting Cell

In the *Split Cells* dialog box:

- Enter the number of cells we wish to divide the selected cell into.
- In the *Direction* section:
 - Select *Horizontally* if we want to split the cell into multiple rows.
 - Select *Vertically* if we want to split the cell into multiple columns.
- Click *OK* to complete the action.

The cell will then be divided into the desired number of rows or columns. For example, the figure 8.12 shows the fifth row after being split into two columns.

Teacher's Data					
Teacher Code	Teacher Name	Subject		Date of Join	Section
T001	Saumya Shah	Sanskrit		05-06-2019	Primary
T002	Vikrant Patel	Mathematics		12-10-2022	Secondary
T010	Faruk Shaikh	Eng. Text	Eng. Grammar	06-03-2023	Secondary
T003	Mohammad Aarif	Computer		08-06-2021	Secondary
T004	Satpal Bagga	Social Science		09-09-2017	Primary
T005	Tony Brigenza	Music		11-10-2020	Primary/ Secondary
		Primary	Secondary		
		Vocal	Instrumental		

Figure 8.12 : A Row with Split Cell



Adjusting size of Rows and Columns

We already know how to resize columns and rows by dragging the mouse. But if we need to be precise, or want to change the size of multiple rows or columns to the exact same dimensions, we can use the menu options for precise adjustments.

To precisely adjust column width, follow these steps:

- From the *Table* menu, go to the *Autofit* submenu and choose *Column Width....* This will open the *Column Width* dialog box as shown in figure 8.13.
- In the *Column* box, select the column number we want to adjust.
- Specify the desired width in the *Width* box. We can use the up and down arrows to fine-tune the size.
- Click *OK* to apply the changes.

Here is how to adjust the height of rows:

- Select the rows we want to resize.
- Go to the *Table* menu, choose *Autofit*, and then click on *Row Height....* This will open the *Row Height* dialog box as shown in figure 8.14.

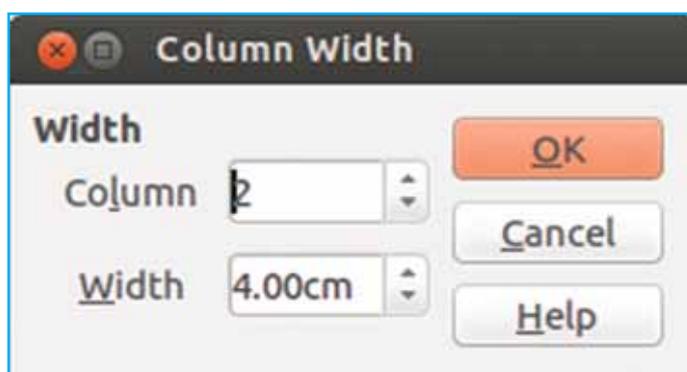


Figure 8.13 : Changing Column Width



Figure 8.14 : Changing Row Height

- In the *Height* box, enter number or use the up and down arrows to select the desired height for the rows.
- Click *OK*.

Autoformatting the Table

Writer makes it simple to format the tables quickly and effectively using the *AutoFormat* option. Here's how to apply an autoformat to the existing table:

- Open the document containing the table we want to format.
- Go to the *Table* menu and select *AutoFormat*. This will open the *AutoFormat* dialog box as shown in figure 8.15.

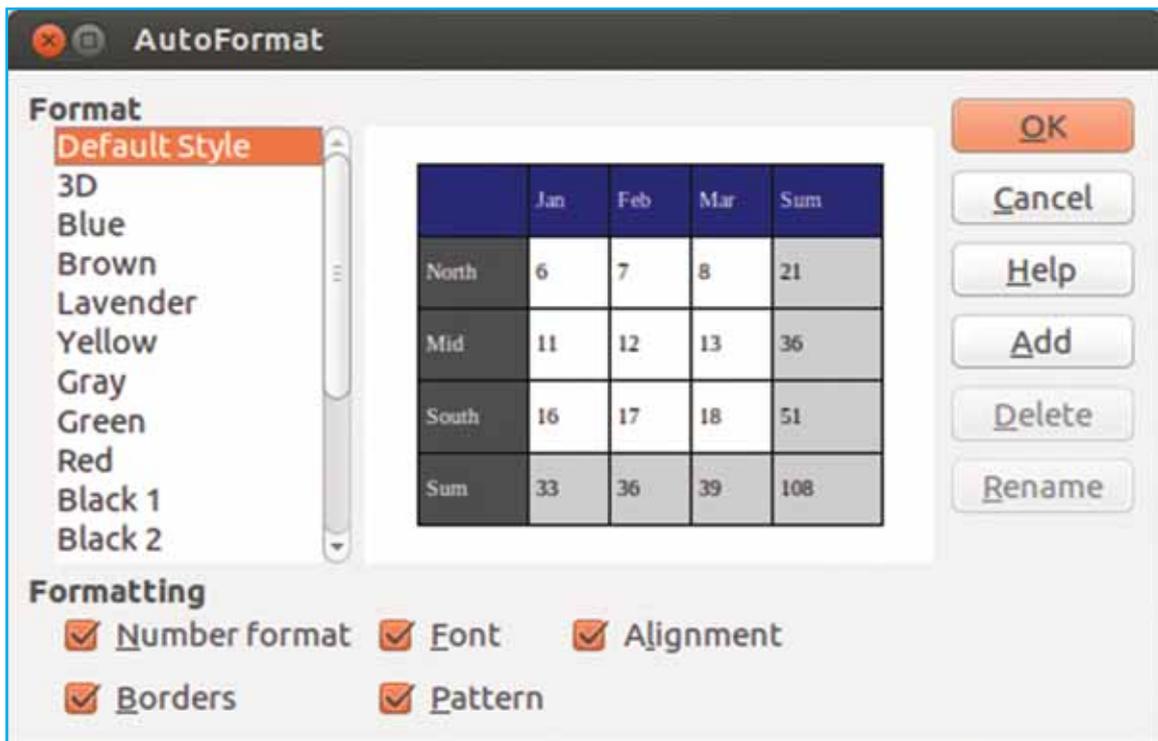


Figure 8.15 : AutoFormat Table

- Choose a pre-defined style from the *Format* selection list.
- We can also fine-tune which formatting elements Writer applies by checking or unchecking the *Formatting* checkboxes. (If our table contains text, make sure to uncheck *Number format* to prevent our text from being incorrectly formatted as numbers.)
- Click *OK* to apply the chosen format.

The figure 8.16 shows a table after AutoFormat has been applied.

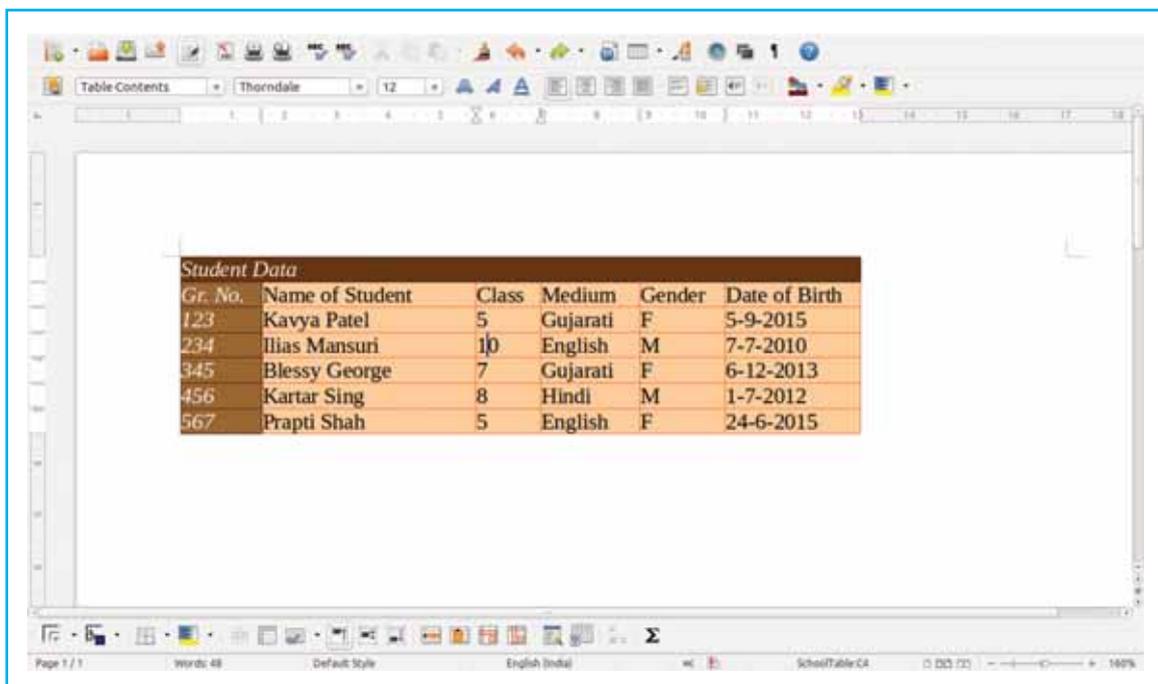


Figure 8.16 : A Table after Applying AutoFormat



Inserting Picture

Pictures are not just decorative; they are vital tools for making a document more effective. They transform plain text into a captivating experience, making information more engaging, easier to grasp, and ultimately, more memorable for the reader.

Pictures serve as powerful visual explanations. They can instantly clarify complex concepts, communicating ideas that would otherwise require lengthy descriptions. Beyond their ability to enhance understanding, images are excellent attention-grabbers, effectively drawing the reader's eye into our content.

Let us learn how to insert an image into Writer document. Follow these steps:

- Open a new document in Writer, or simply place the cursor in an existing document where we wish to insert the picture.
- Go to the *Insert* menu, then the *Picture* submenu, and select *From File....* This will open the *Insert Picture* dialog box as shown in figure 8.17, showing a list of images saved on our system. We can then browse other folders to find the picture we want.

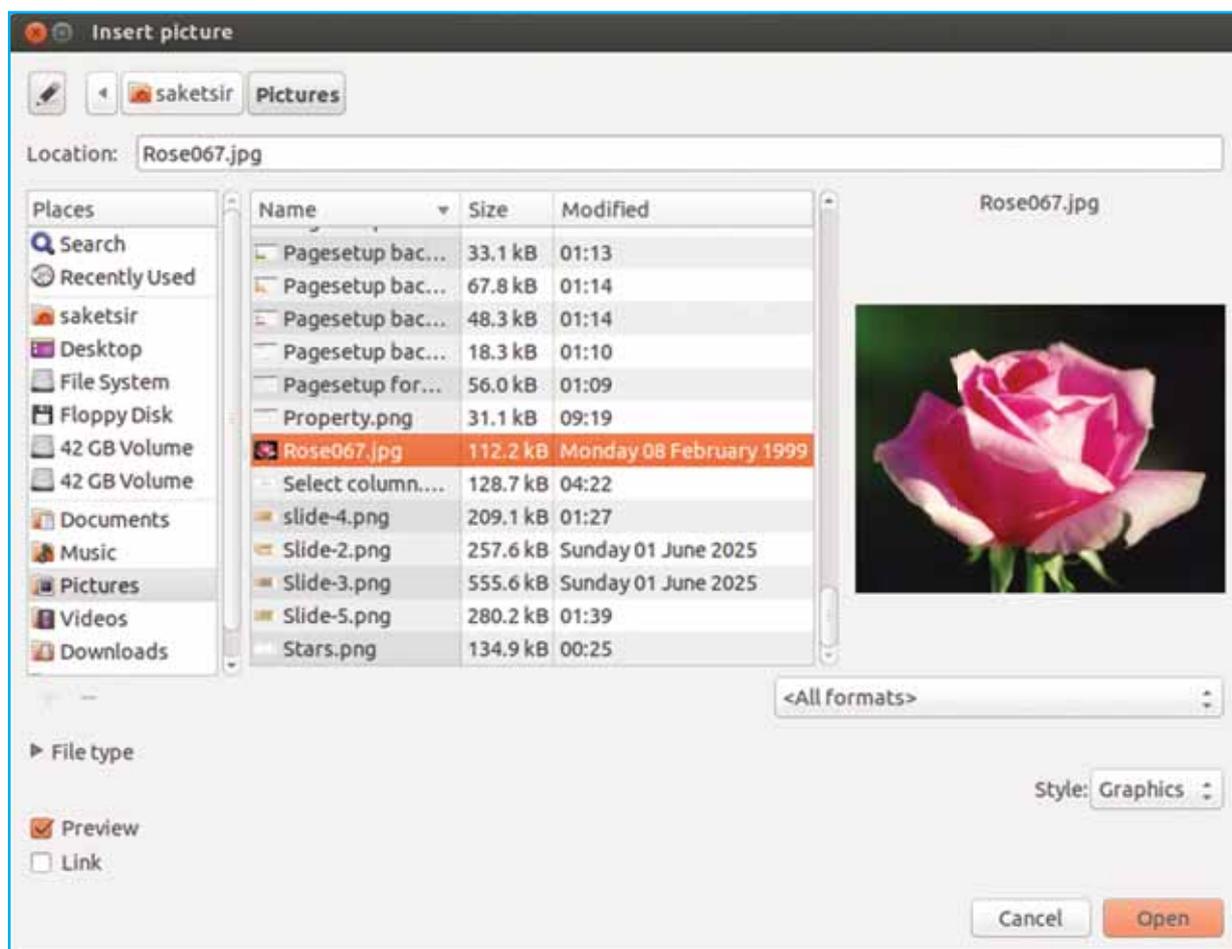


Figure 8.17 : Insert Picture Dialog Box



- Simply select the picture file we want to use and click *Open*. The image will then be inserted into our document with its original dimensions as shown in figure 8.18.

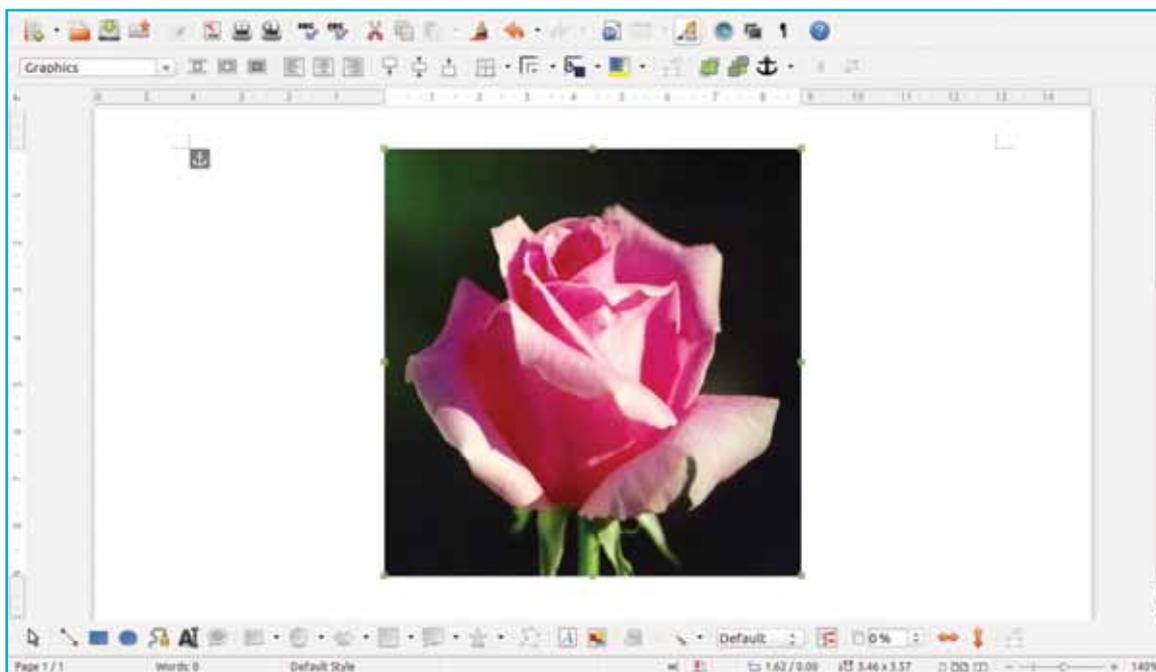


Figure 8.18 : Picture Inserted in Document

- Once our picture is in the document, we will see edit points (tiny green squares) around its border. We can drag any of these points to resize the picture. To keep the image from looking stretched or squished, hold down the Shift key while dragging.
- To move the picture, simply drag it to the desired location in the document.
- When we select a picture, the *Picture* toolbar will pop up at the top of the Writer interface. This toolbar gives us quick access to features like text wrapping, image alignment, borders, and precise positioning.
- We can also use the *Drawing* toolbar to add basic shapes, text boxes, callouts, arrows, stars, and even "fontwork" (stylized text). We will dive deeper into the *Drawing* toolbar in Chapter 10.



Figure 8.19 : Context Menu and Options for Picture

Furthermore, right-clicking on the picture will bring up a context menu with even more options for manipulating the image, as shown in the figure 8.19.

Printing a Document

So far, we have been creating documents meant for viewing on a screen. But what if we need to access document even after closing Writer or shutting down computer? For that, we will want to print the document onto paper, commonly known as a hard copy.

LibreOffice Writer offers a wide array of printing options for documents. Steps to print a document are as follows:

- Open the document we wish to print in Writer. Make sure to format it exactly as we want before proceeding.
- Go to the *File* menu and select the *Print* option. Alternatively, we can simply press *Ctrl + P* to open the *Print* dialog box as shown in figure 8.20.

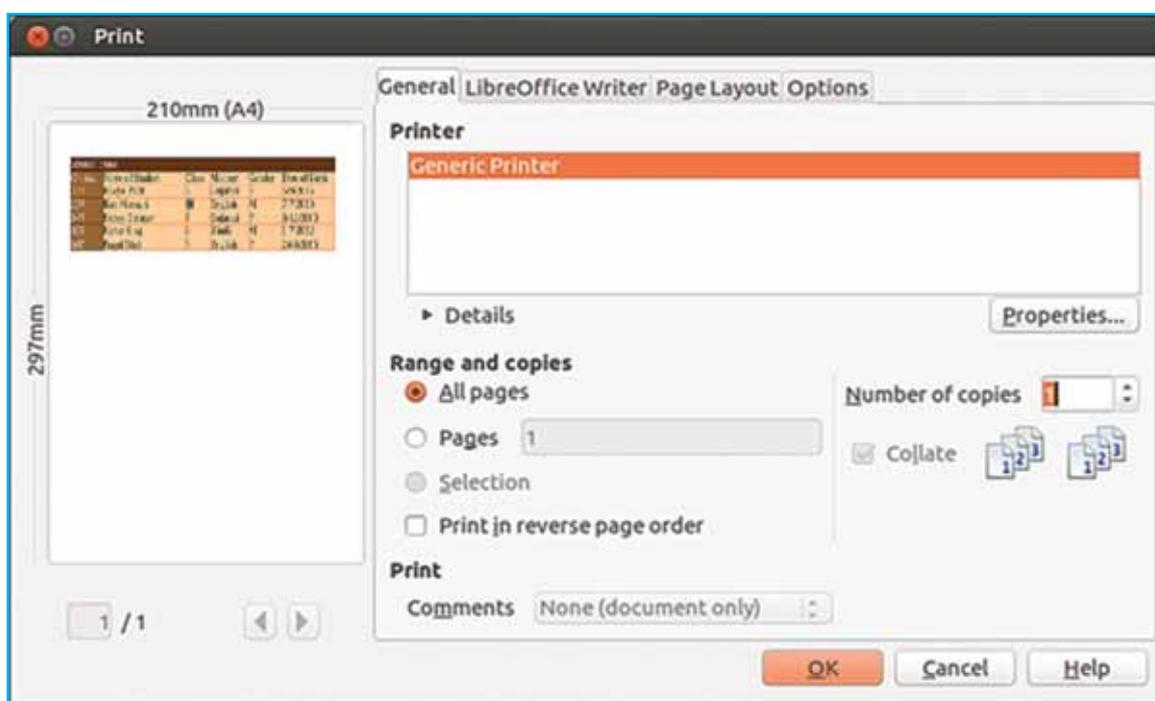


Figure : 8.20 : Printing the Document

On the left side of the *Print* dialog box, we will see a preview of the document exactly as it will appear when printed.

- In the *General* tab of the *Print* dialog box, we will find several options to customize the printing:
 - **Printer:** Choose the specific printer we want to use for the document from this dropdown list.
 - **Properties...:** Click this button to access the settings for our selected printer, such as paper size and orientation.
 - **Range and Copies:**
 - **All pages:** Select this to print every page of our document.
 - **Pages:** If we only need specific pages, enter their numbers here.
 - **Selection:** This option will print only the data we have highlighted in our document.
 - **Print in reverse page order:** Check this box if we want our document to print from the last page to the first.
 - **Number of copies:** Enter the desired number of copies we want to print.
 - **Collate:**
 - **Enabled:** The printer will print one complete set of our document.
 - **Disabled:** The printer will print all requested copies of the first page, then all copies of the second page, and so on.



- Once we have made the selections, click the *OK* button to begin printing. Before we do, double-check that the printer is connected to the computer, powered on, and has paper loaded in its feeder tray.

Mail Merge

Mail merge is a fantastic feature in LibreOffice Writer that lets you create personalized documents for many people with ease. Instead of typing each document manually, mail merge automates the process by combining a single template document with a data source.

The key components of Mail Merge are explained below:

- **Main Document:** This is the template document that holds the content common to all recipients.
- **Data Source:** This is the file, holding unique information for each recipient.
- **Merge Fields:** These are special placeholders we insert into the main document. Each one links up with a specific column in the data source.

Let us walk through an example to understand the Mail Merge feature. Let us say we are planning to invite five friends to the birthday party. The usual way would be to type out one invitation, then copy it four more times, and finally, manually add each friend's address to their respective copy. This whole process can be much simpler and more organized if we use the *Mail Merge* feature.

Now, let us create the first component of Mail Merge. Type the following invitation letter format into a new Writer document.

Sheel Bhatt
2/5, XYZ Apartment,
Paldi, Ahmedabad-380007
Date: 03-11-2025

To,

Dear,

Get ready to celebrate! My birthday is just around the corner, and I would love for you to join me for a party to mark the occasion. It is going to be at my place on 10th November at 6pm. We will have a good music, delicious food and fun games. Your presence would mean a lot to me.

Lovingly yours,

Sheel Bhatt

Save the document as 'Invitation Letter'. To begin the Mail Merge process, open the *Tools* menu and select the *Mail Merge Wizard* option. This action will launch the *Mail Merge Wizard* dialog box, which guides us through five distinct steps. Each step is clearly outlined in the left-hand pane, while the corresponding options for that step are presented in the right-hand section.

Step-1 : Select Starting Document

This is the very first step, where we tell the wizard which document we want to use as the main document for our mail merge. We have four main options here as shown in figure 8.21.

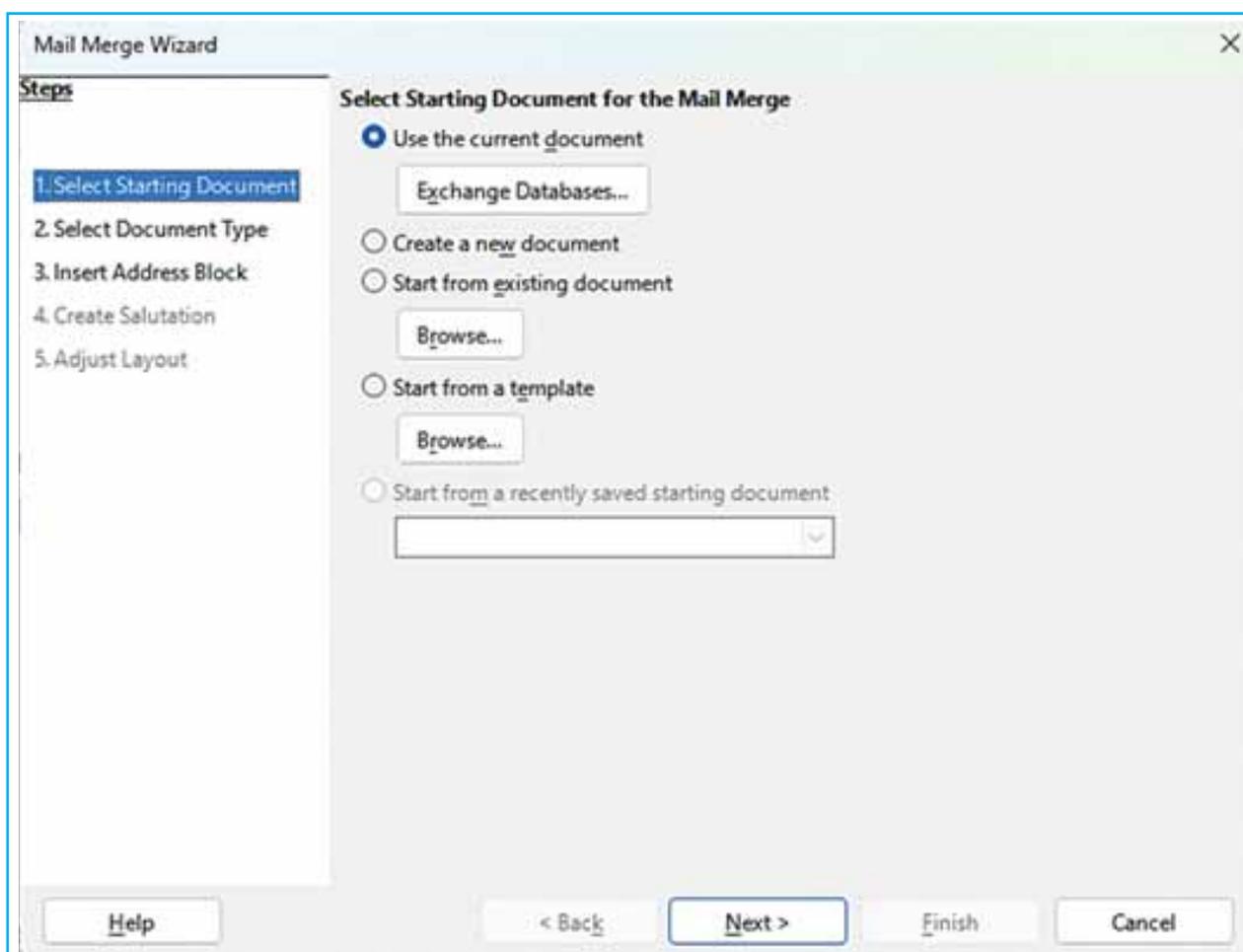


Figure 8.21 : Select Starting Document

- **Use the current document:** This means we will use the LibreOffice Writer document that we currently have opened.
- **Create a new document:** A new, blank document will open. This is where we will compose the main content of our mail merge document.
- **Start from existing document:** This option allows us to browse and select any other existing LibreOffice Writer document on our computer to use as the main document for our mail merge.
- **Start from a template:** If we have a pre-designed template saved in LibreOffice Writer, we can choose this option to start with that template.

Since we have already drafted the invitation letter in our current document, simply select *Use the current document* and then click *Next*. The Mail Merge Wizard's second step will now appear.



Step-2 : Select Document Type

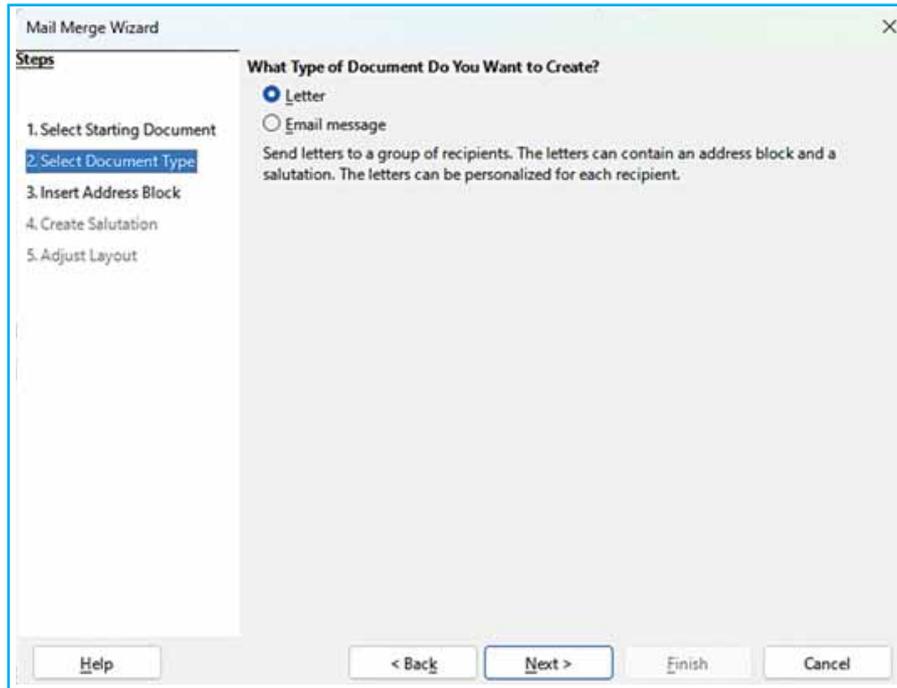


Figure 8.22 : Select Document Type

In this step, we have to determine the final output format and some of the subsequent options we will encounter in the wizard. We will have two options here as shown in figure 8.22:

- **Letter:** Select this option to create multiple personalized documents, each resembling a standard letter.
- **E-mail:** Select this option if we wish to send our merged document as email message.

Select *Letter* option here and click *Next*. The Mail Merge Wizard's third step will now appear.

Step-3 : Insert Address Block

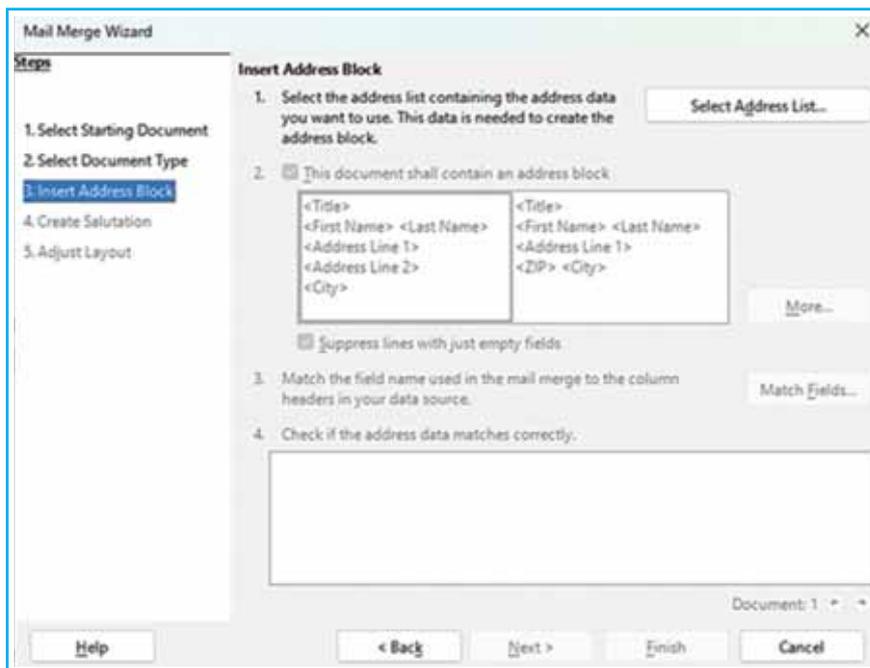


Figure 8.23 : Insert Address Block

Now, it is time to add the addresses of our friends who will receive the invitation. Click the *Select Address List...* button shown in figure 8.23 to open the *Select Address List* dialog box shown in figure 8.24. This is where we will set up the structure for our addresses. To create a new list, simply click the *Create* button, and the *New Address List* dialog box will appear as shown in figure 8.24.

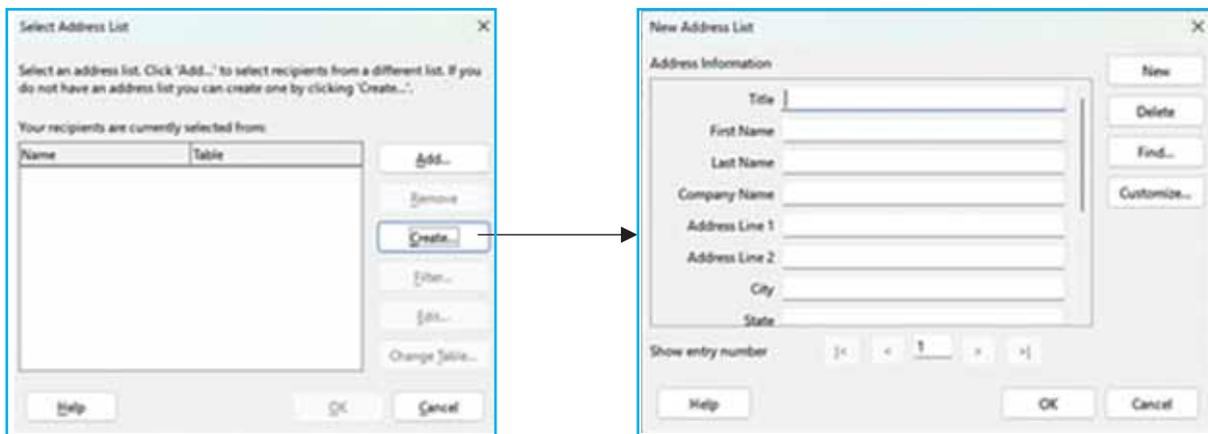


Figure 8.24 : Opening Select Address List and Creating New Address List

In the *New Address List* window, we can immediately begin entering our friends' addresses. If we need to tailor the address structure to our specific needs, simply click the *Customize...* button. This will open the *Customize Address List* dialog box, allowing us to modify the fields. We have full control over our address fields: click *Add* to introduce new ones, *Delete* to remove any we do not need, and *Rename* to change the name of an existing field. The figure 8.25 illustrates our chosen final list of address fields.

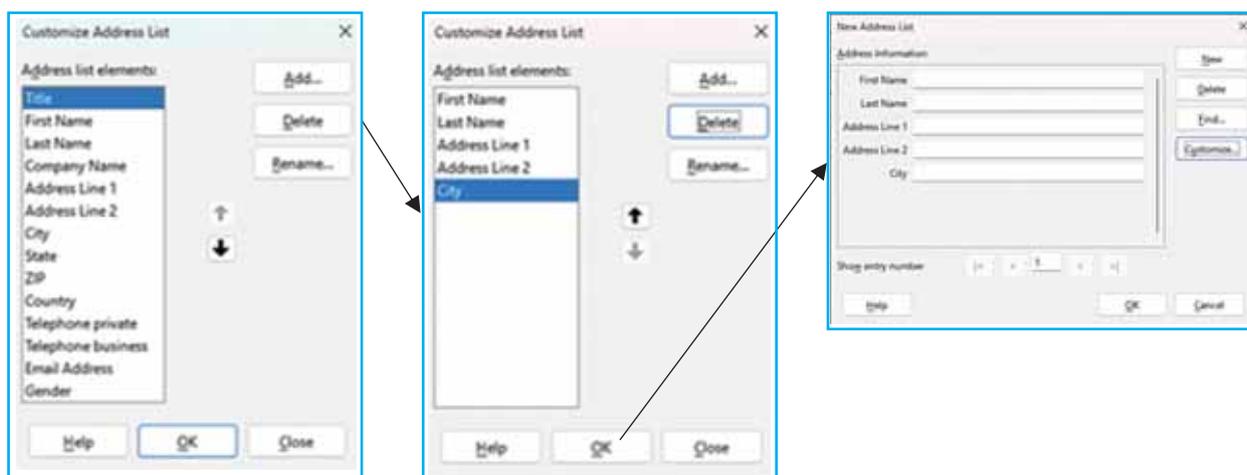


Figure 8.25 : Customizing Address Fields

Enter the address for our first friend, then click the *New* button to add another. Repeat this process for all five friends, and once we are done, click *OK*. Give the address file a name, then click *OK* to save the data source. Click *OK* in the *Select Address List* dialog box to confirm our data source. We will then return to the *Mail Merge Wizard*. Check the box next to *This document shall contain an address block*. To set up the address block, click the *More...* button to open the *Select Address Block* dialog box as shown in figure 8.26. From there, click the *Edit* button, which will open the *Edit Address Block* dialog box. In this dialog box, we can add, remove, or change the order of our address fields.

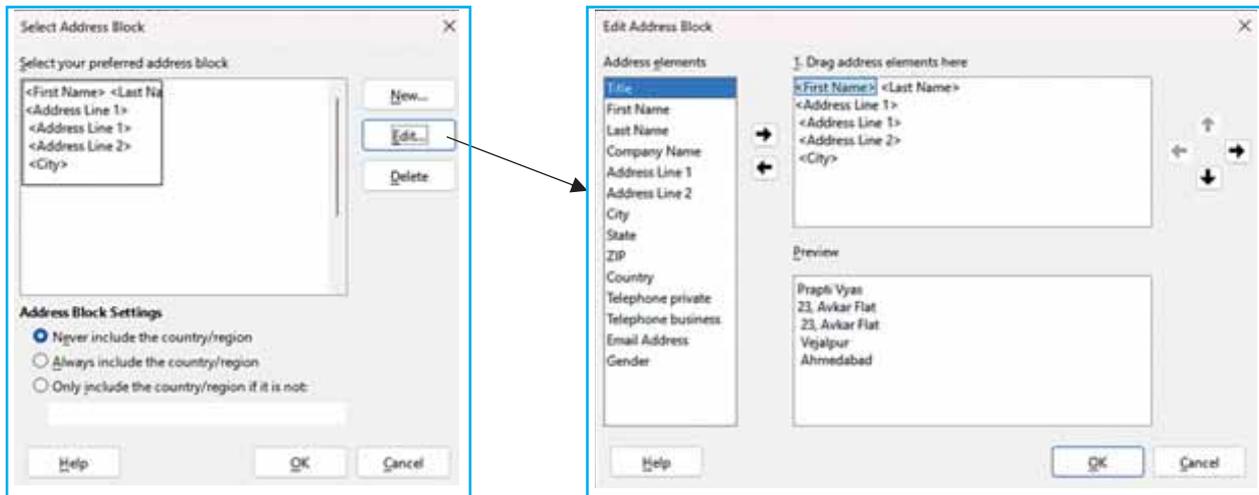


Figure 8.26 : Editing Address Block

Click *OK* when we finish editing the address block. A preview of the first address from our data source will be displayed at the bottom of the *Mail Merge Wizard* dialog box as shown in figure 8.27.

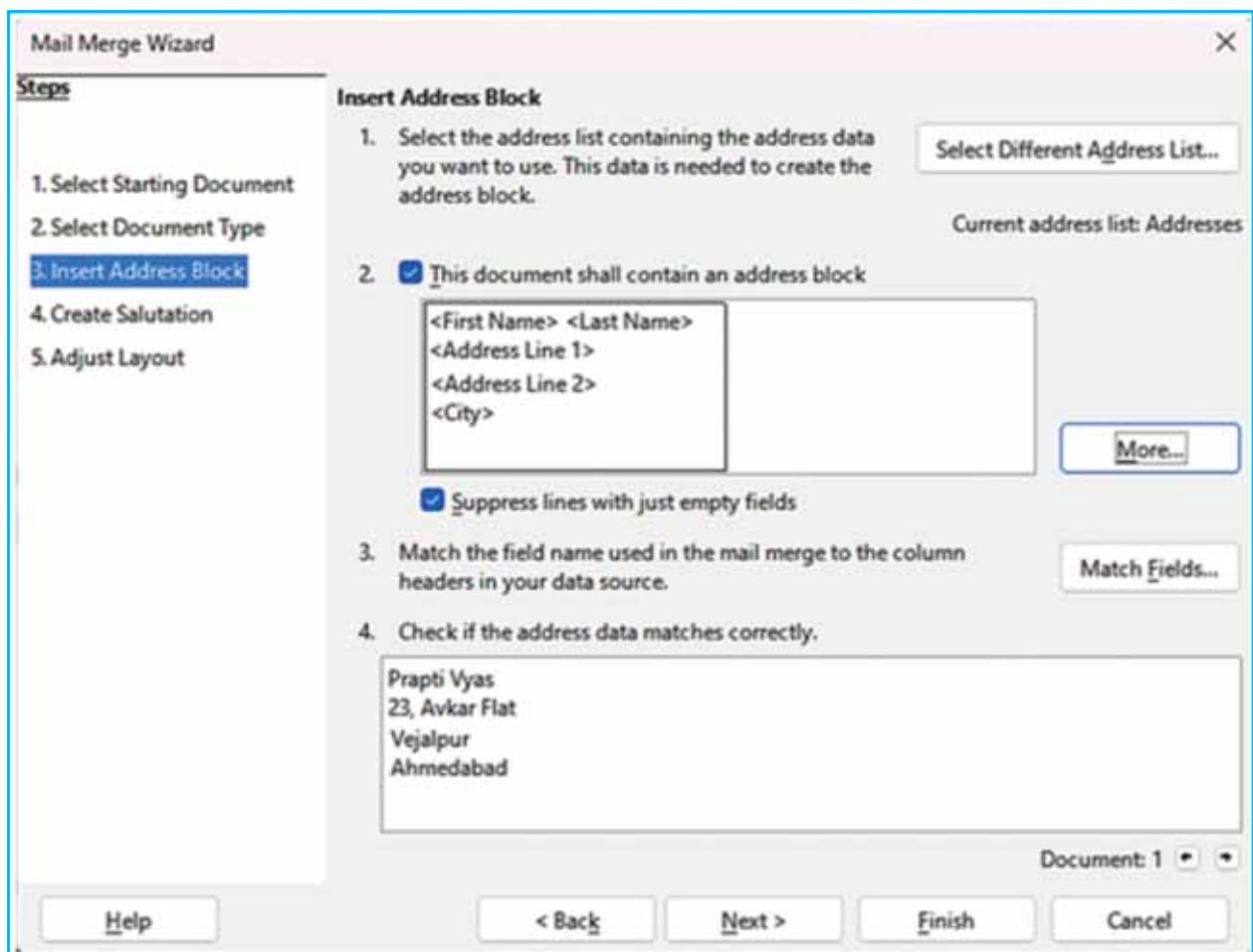


Figure 8.27 : Selecting Address Block

Click the *Next* button to accept the chosen address block. This will take us to the next step of the mail merge wizard: *Create Salutation* as shown in figure 8.28.

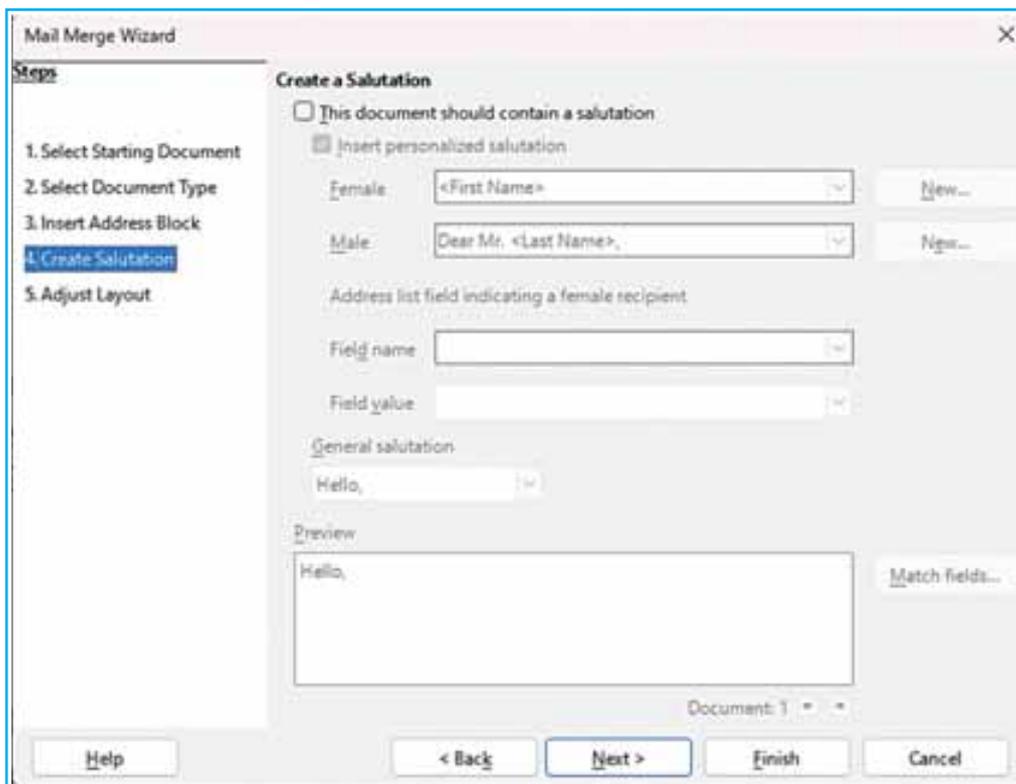


Figure 8.28 : Adding Salutation

Here, we can pick a salutation for our recipients. Since we don't want to use one, just click *Next* to go to the final step of the Mail Merge wizard: *Adjust Layout* as shown in figure 8.29.

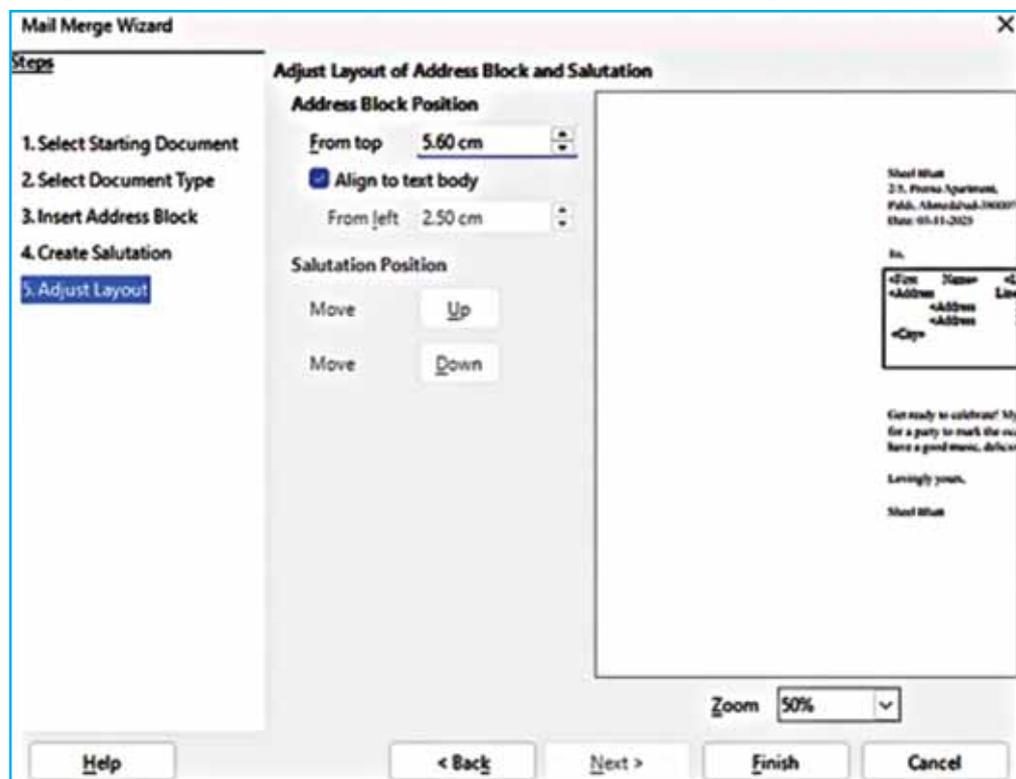


Figure 8.29 : Adjusting Layout of Address Block

In this final step of the Mail Merge wizard, we can adjust the position of our address block in the main document using the *From top* box. We can also zoom in to see the exact placement of our address block within the document.

Click *Finish* to exit the wizard. We will now see the address block, complete with field names, inserted into our main document as shown in figure 8.30.

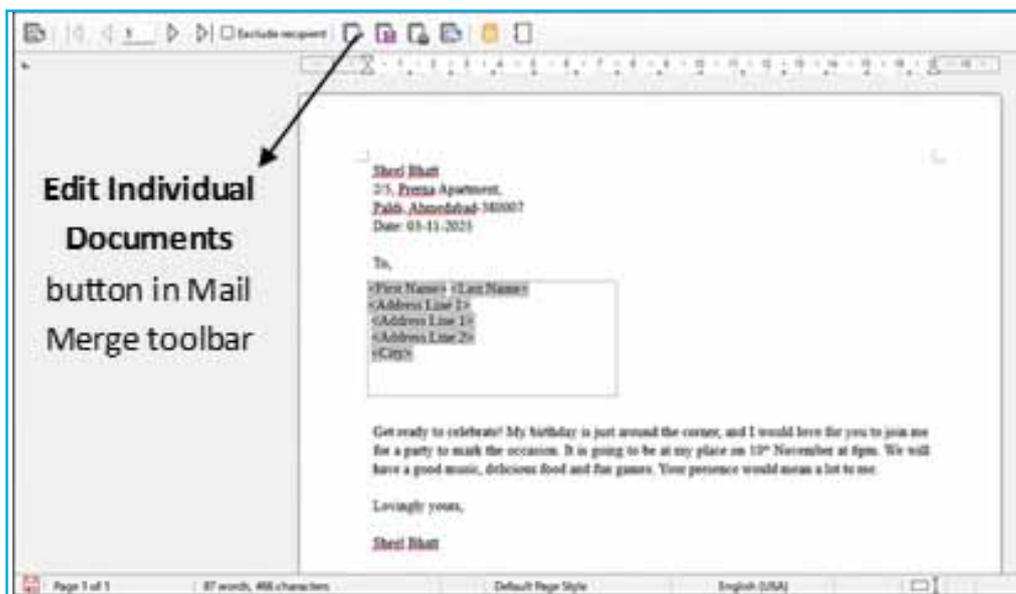


Figure 8.30 : Fields of Address Block Added in Main Document

To finalize the merge, simply click the *Edit Individual Documents* button in the *Mail Merge* toolbar. This action will generate a new document where our main document is merged with all five friend addresses. We can now save the merged document with any filename.

Summary

In this chapter, we gained comprehensive skills in organizing data in tabular form using rows and columns. We learned to create and format tables effectively with LibreOffice Writer's features, including various table operations like inserting, selecting, and deleting data, rows, and columns. We also mastered merging and splitting cells, and adjusting row height and column width for optimal table display. The AutoFormat feature was introduced as a quick way to style our tables.

Beyond tables, we enhanced our documents by inserting pictures, and learned to move and resize them for proper arrangement. Finally, we discovered how to print our documents to obtain hard copies and utilized Writer's powerful Mail Merge feature to generate multiple personalized copies of a document for different recipients.

EXERCISE

1. What is a table and how does it store data?
2. How can we insert a table with 5 rows and 10 columns?
3. What are the methods for selecting an entire row or column within a table?
4. Define a nested table and explain how to create one.
5. How do we delete unwanted rows, columns, or tables from a document?



6. How do we merge cells within a table?
7. What is the AutoFormat feature in Writer?
8. What is the significance of including pictures in documents?
9. Explain the process of printing a document.
10. What is Mail Merge and what are its advantages?
11. **State whether True or False.**
 - (1) It is not possible to embed a table inside an existing table.
 - (2) We can insert a column to the right of an existing selected column.
 - (3) Intersection of row and column is known as table.
 - (4) We can find the AutoFormat option in the Tools menu.
 - (5) When we right-click on selected cells within a table, the context menu provides an option to merge those cells.

12. Fill-in the blanks.

- (1) A file holding unique address for each recipient in Mail Merge is known as _____.
- (2) _____ can be used to format a table quickly and efficiently.
- (3) A printed copy of document on paper is known as _____.
- (4) _____ feature is used to create personalized document for many recipients.
- (5) _____ is a template document in mail merge to hold common content.

13. Multi-choice questions. Choose the most correct answer.

- (1) Which tool helps manage and understand complex data by organizing it into rows and columns?
 - (a) Image
 - (b) Table
 - (c) Mail Merge
 - (d) Print
- (2) Which option in Print dialog box should be selected to print a selected block to data?
 - (a) Pages
 - (b) All Pages
 - (c) Selection
 - (d) Block
- (3) What is the term for the intersection of a row and a column?
 - (a) Table
 - (b) AutoFormat
 - (c) Cell
 - (d) Nested table
- (4) Where can new rows be inserted into a table?
 - (a) Above the current row
 - (b) Below the current row
 - (c) At the left of current column
 - (d) Both A and B
- (5) What is a table within another table called?
 - (a) Duplicate table
 - (b) Promoted table
 - (c) Dual table
 - (d) Nested table
- (6) What are the small green squares that appear around a selected picture known as?
 - (a) Ducks
 - (b) Edit points
 - (c) Placeholders
 - (d) Selection points

- (7) Which toolbar in Writer allows us to insert basic shapes?
(a) Picture toolbar (b) Image toolbar (c) Diagram toolbar (d) Drawing toolbar
- (8) What is the keyboard shortcut to open the Print dialog box?
(a) Ctrl + P (b) Alt + P (c) Ctrl + Alt + P (d) Ctrl + Space + P
- (9) What is a document printed on paper also known as?
(a) Chart copy (b) Hard copy (c) Soft copy (d) Duplicate copy
- (10) Which feature is used to create personalized documents for many people with ease?
(a) Tables (b) AutoFormat (c) AutoMail (d) Mail Merge

Laboratory Exercise

1. Create a table for employees with following columns: Employee name, Department, Date of Join, Date of Birth, Gender. Insert five records in table.
2. Insert one row at the top of table. Merge all the cells of that row and insert heading: Employee Data
3. Insert a column between Date of Birth and Gender. Insert data about Salary of each employee in this column.
4. Adjust the column and row sizes to enhance the table's appearance.
5. Apply AutoFormat to the table created in question 1.
6. Insert a relevant image within the document, positioning it alongside the employee table. Ensure the image is appropriately resized for optimal visual presentation.
7. As a shopkeeper selling electronic products, draft a Mail Merge letter to five customers announcing a new product launch.
8. Request your teacher to show how to print any document you have prepared.

