

TEXT PROCESSING & KEYBOARDING (DES 1102)

LECTURE 12

TOPIC Table (merge, split, insert extra row/column, shading)

Speed Test

AIM To enable the student to insert table and use the above functions

LEARNING OUTCOMES:

After completing this chapter you should be able to understand:

1. How to prepare a table and the basic functions in the table menu



How to merge

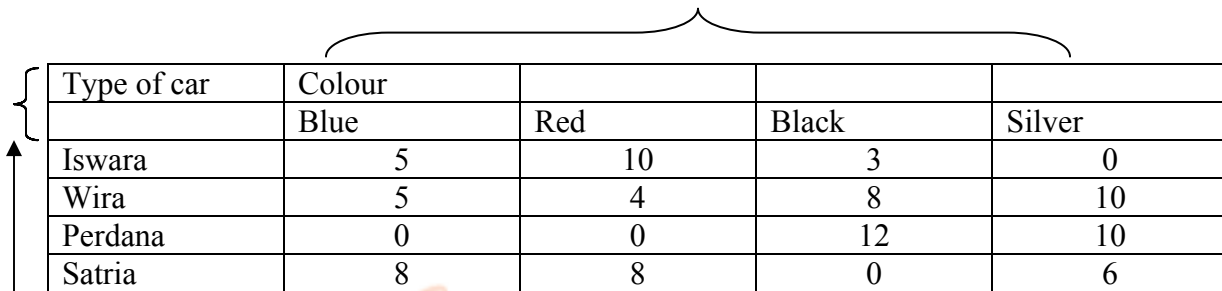
Merge: combine more than one rows/columns

Table 1

Insert table, with row = 5 and column = 6

Merge these boxes:

- Highlight these boxes in row 1, from column 2 – 4
- Click table menu
- Click merge



Type of car	Colour			
	Blue	Red	Black	Silver
Iswara	5	10	3	0
Wira	5	4	8	10
Perdana	0	0	12	10
Satria	8	8	0	6

Merge these boxes:

- Highlight these boxes (in column 1, from row 1 - 2)
- Click table menu
- Click merge

Answer for table 1:

Type of car	Colour			
	Blue	Red	Black	Silver
Iswara	5	10	3	0
Wira	5	4	8	10
Perdana	0	0	12	10
Satria	8	8	0	6

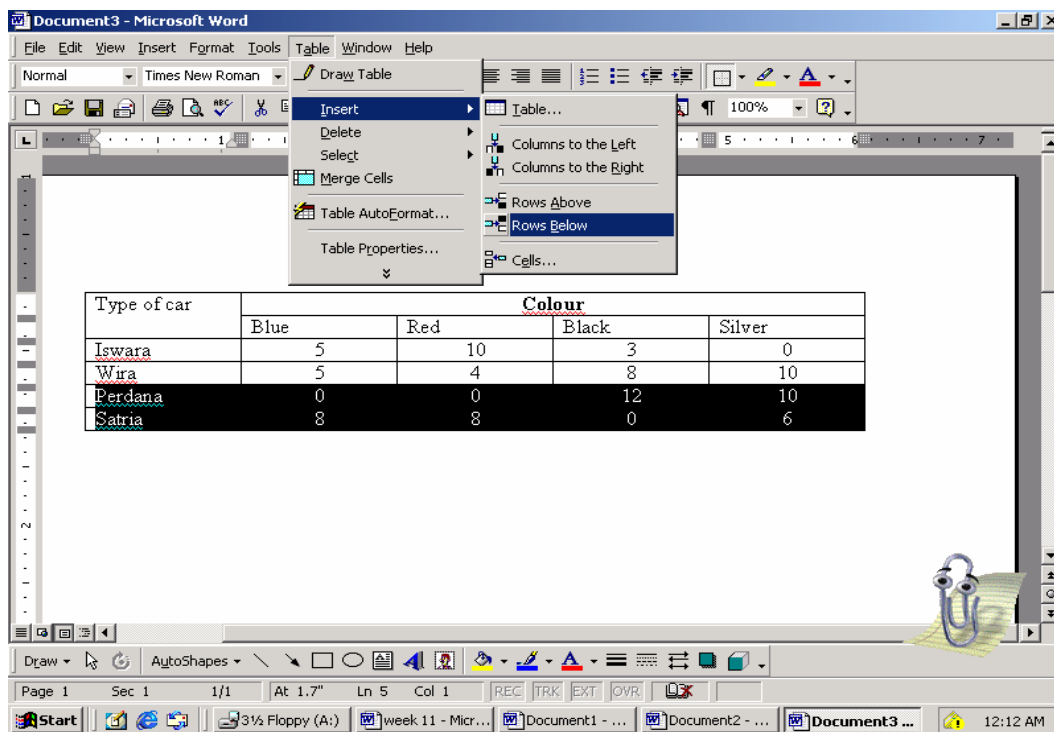
How to insert extra rows:

From the table 1, insert this info

Waja	0	0	0	6
Juara	0	4	6	2

To insert another 2 more rows

- Highlight row 5 – 6
- Click table menu
- Click insert
- Click Rows below



Answer:

Type of car	Colour			
	Blue	Red	Black	Silver
Iswara	5	10	3	0
Wira	5	4	8	10
Perdana	0	0	12	10
Satria	8	8	0	6
Waja	0	0	0	6
Juara	0	4	6	2

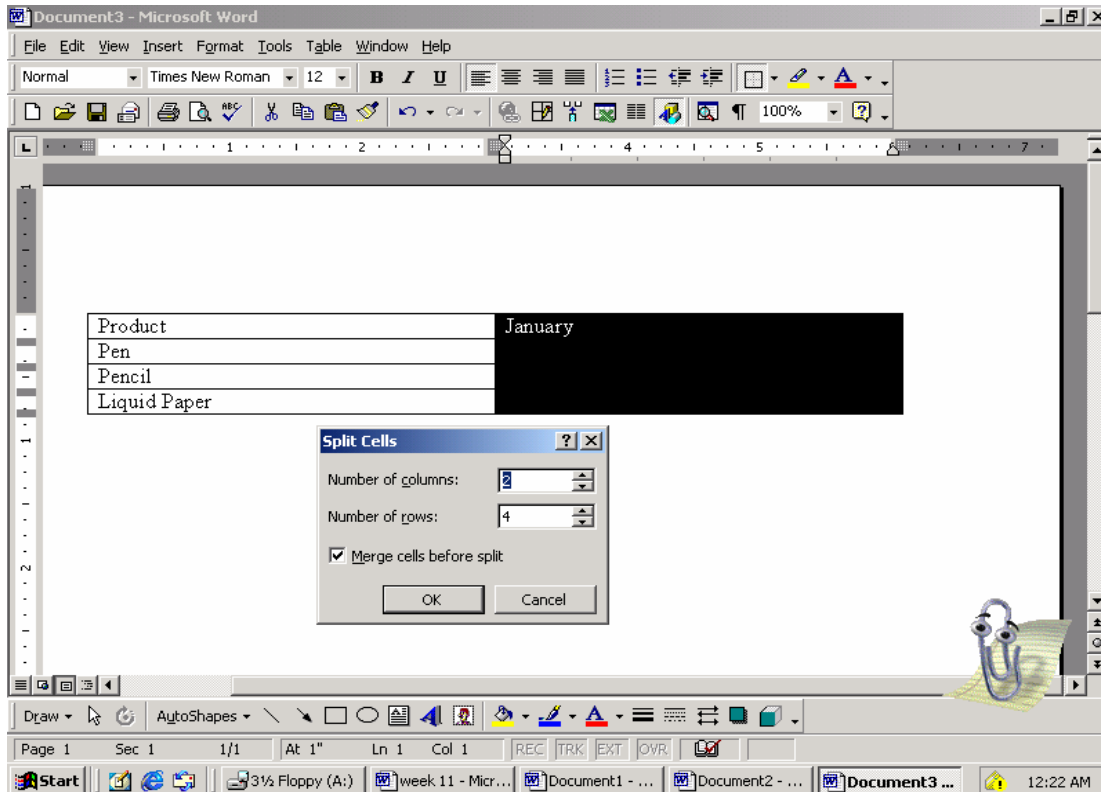
How to split row/column

Table 2

Product	January
Pen	
Pencil	
Liquid Paper	

To split column 2 _____
Highlight the entire column 2

- Click table menu
- Click split cells
- Key in number of required columns = 2
- OK



Answer for table 2

Product	January	
Pen		
Pencil		
Liquid Paper		

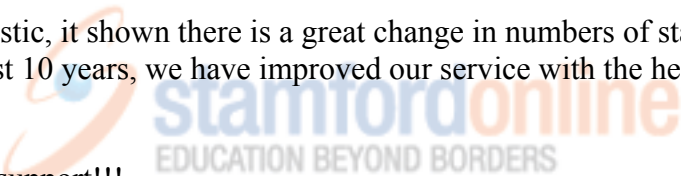
Exercise 1

KIARA HOTEL

NUMBER OF STAFF IN KIARA HOTEL KUALA LUMPUR				
YEARS	MALE		FEMALE	
	Local	Foreigner	Local	Foreigner
1990	150	20	170	25
2000	350	45	420	20

From the above statistic, it shown there is a great change in numbers of staff in Kiara Hotel. Within the last 10 years, we have improved our service with the help from all of our staff.

Thank you for your support!!!



Exercise 2

Aetna Health Master is a comprehensive medical protection plan. This policy is designed to offer you maximum coverage at an affordable cost.

	Economy (RM)	Basic (RM)	Standard (RM)	Premier (RM)
HOSPITALISATION AND SURGICAL EXPENSES				
(a) Room and Board Intensive Care Unit (Daily maximum up to 60 days)	100	150	200	250
(b) Surgical Expenses	FULL REIMBURSEMENT			
(c) Hospitalization Expenses	FULL REIMBURSEMENT			
(d) Hospital Cash Benefit*	100	200	300	500
OUT OF HOSPITAL	FULL REIMBURSEMENT			
(a) Accidental Treatment	FULL REIMBURSEMENT			
(b) Home Nursing Care	500	1000	2000	3000
ANNUAL LIMIT	20000	40000	60000	80000
COMPASSIONATE DEATH ALLOWANCE	5000	5000	5000	5000

*One time payment per disability.

Exercise 3

Pru Major Med is a unique plan medical plan at a competitive premium and is designed to cover the major expenses normally incurred in hospitalization.

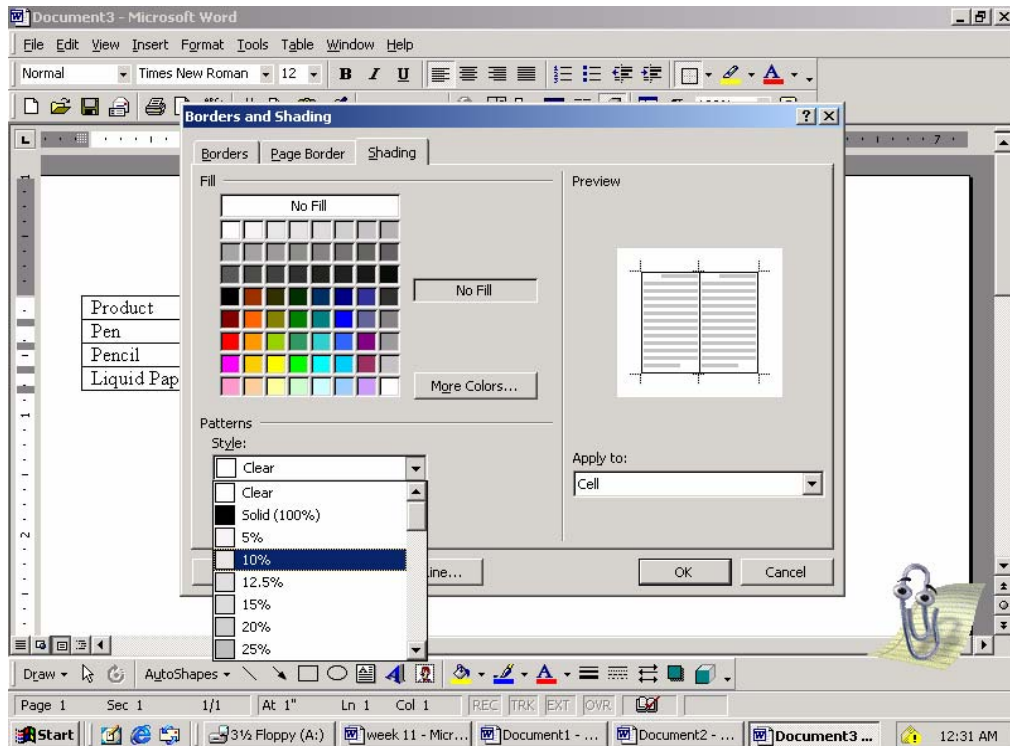
PLAN	PMM70	PMM100	PMM200	PMM300
Life time limit	RM75000	RM150000	RM225000	RM300000
Overall Annual Limit	RM25000	RM50000	RM75000	RM100000
Hospital and Surgical Benefits				
Hospital Daily Room and Board (120 days – per year)	RM70	RM100	RM200	RM300
ICU (30 days per year) Surgical (No Schedule) In-hospital and Related Services Pre-hospitalization Treatment (30 days) Post-hospitalization Treatment (90 days) Home Nursing Care (130 days per life-time)	} As charge			
Outpatient Treatment Benefits;	ANNUAL LIMIT			
Emergency Treatment for Accidental Injury	RM700	RM1000	RM2000	RM3000
Cancer Treatment	RM7000	RM10000	RM20000	RM30000
Kidney Dialysis	RM7000	RM10000	RM20000	RM30000
Emergency Medical Assistance	YES	YES	YES	YES

To insert shading in the table

Product	January	February
Pen		
Pencil		
Liquid Paper		

How to insert shading

- Highlight boxes in row 1, from column 2 – 3
- Click format menu
- Borders and shading
- Click shading
- Style ▼
- Choose eg 10%
- OK



Answer for shading in table 2:

Product	January	February
Pen		
Pencil		
Liquid Paper		