Exercise 6

Open your table document and do the following:

* Add four rows to your table
* Insert a column to the right of the Demographic form column
* Insert a column to the right of the copy of PrDP column
* Complete the table as below, leaving the last column blank
* Save and close the table document

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learner Name | Demographic Form | Copy of ID | Copy of Licence | Copy of PrDP |  |
| Rasephya M.A. | Yes | Yes | Yes | No |  |
| Khoza C | Yes | Yes | Yes | No |  |
| Modise P | Yes | Yes | Yes | Yes |  |
| Makgatho J.S | Yes | Yes | Yes | Yes |  |
| Mogoane A.M | Yes | Yes | Yes | Yes |  |
| Golele H.A | Yes | Yes | Yes | Yes |  |
| Duma T.P | Yes | Yes | Yes | Yes |  |
| Gabathole G.S | Yes | Yes | Yes | Yes |  |

Delete text in a cell, row or column

Select the text you want to delete, or just drag across the row or column and press Delete. This deletes all the entries in the cell, row or column, but leaves the table structure

Delete a cell

On the Table menu, point to Delete, and then click **Cells**. If you are deleting cells, click the option you want.



Deleting a row or a column

Just as you can add rows and columns, you can also delete them. But when you delete a row or column that contains data, you also delete all the entries.

If you have rows that you no longer want to include, you can delete them. Remember that, if a row contains data, you also delete all the entries in that row.

* Select the row you want to delete using the Table Select Row command. If you just put the insertion point in the row, you can delete only the cell, not the entire row. Be sure to highlight the entire row.
* Open the Table menu and select the Delete Rows command. The row (along with any data in the row) is deleted.
* If you want to keep the row but simply clear its contents, select the row by dragging across it. Then press the Delete key.
* Follow the same steps to delete a column, using the Select Column and Delete Column commands

Deleting the entire table

Deleting a table is tricky. You might think that you just drag across it and press Delete. This deletes all the entries in the table but leaves the table structure. So, how do you get rid of the entries and the table?

* Select the table using the Table, Select Table menu.
* Open the Table menu and select the Delete Rows command. Word deletes the entire table.