

Creating a Table

In order to create a table in Microsoft PowerPoint, you first must specify how many columns (which run up and down) and rows (which run left to right) you want to appear in the table. The number of columns and rows determines how much information the table can contain.

Insert a table

On the Slides tab in the Outline pane, select the slide that you want to add a table to.

Click the **Insert** tab on the Ribbon and click the **Table** button in the Tables group.

The table grid appears. Using the grid is the fastest way to insert a table.

Move the pointer around in the grid until the number of rows and columns you want to use have been selected. Then, click the mouse button.

The table is inserted onto the slide and the Design and Layout contextual tabs appear on the Ribbon under Table Tools.

Tip: Don't worry if you inserted too many or not enough columns and rows—you can always add or delete them later.

Other Ways to Insert a Table:

Click the **Insert** tab on the Ribbon, click the **Table** button in the Tables group, and select **Insert Table** from the menu. Specify the number of rows and columns you want the table to have and click **OK**.

Add text to a table

Adding text to a table is extremely easy...

Click the cell you want to add text to.

A blinking cursor appears inside the cell, indicating that the cell is ready to accept text.

Type your text.

Exercise

Exercise File: None required.

Exercise: Open a new, blank presentation and insert a table that is three columns wide by four rows tall. Type "Sales" in the first cell.

Close this presentation without saving any changes.

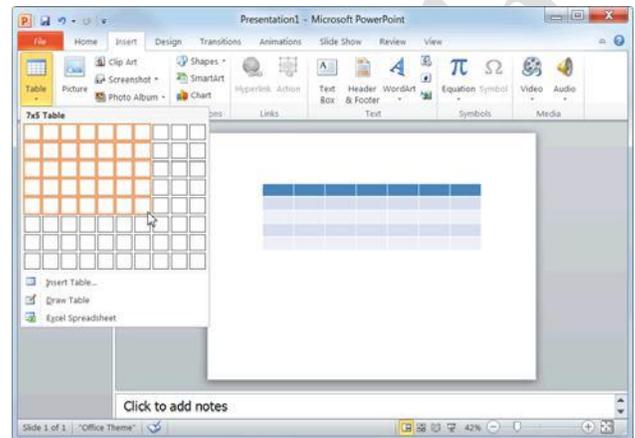


Figure 8-1: Inserting a table using the table grid.

Working with a Table

This lesson will give you more practice working with tables, including how to move around in a table, how to select cells, and how to delete a table altogether.

Move around in a table

There are several ways to move between cells in a table:

Press **<Tab>** to move forward one field or cell, or press **<Shift>** + **<Tab>** to move backward one field or cell.

Use the arrow keys on the keyboard.

Select a row

Position the insertion point anywhere in the row you want to select and click the **Layout** tab on the Ribbon under Table Tools.

Click the **Select** button in the Table group and select **Select Row** from the menu.

The row changes color, indicating that it is selected.

Other Ways to Select a Row:

Point to the left or right of the row, until a tiny black arrow (→ or ←) appears. Click the mouse button.

Select a column

Position the insertion point anywhere in the column you want to select and click the **Layout** tab on the Ribbon under Table Tools.

Click the **Select** button in the Table group and select **Select Column** from the menu.

The column changes color, indicating that it is selected.

Other Ways to Select a Column:

Point to the top or bottom of the column, until a tiny black arrow (↓ or ↑) appears. Click the mouse button.

Select a single cell

Point to the bottom-left corner of the cell, until a tiny black arrow (↙) appears. Click the mouse button.

Exercise

Exercise File: Sales Results8-1.pptx

Exercise: Navigate to Slide 2 and select the “H. Tobin” cell in the first column.

Type “M. Wilson”.

Select the % Increase column.

Click the Center button in the Paragraph group on the Home tab.

Select button

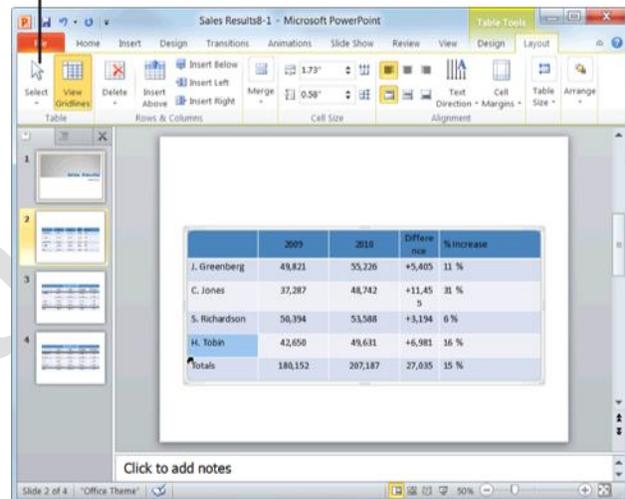


Figure 8-2: Selecting a single cell.



Figure 8-3: A table with the last row selected.

Select several cells

Click and drag the mouse pointer across the cells you want to select.

Click the first cell you want to select, press and hold down the <Shift> key, and click the last cell you want to select.

Select the entire table

Click anywhere inside the table and click the **Layout** tab on the Ribbon under Table Tools.

Click the **Select** button in the Table group and select **Select Table** from the menu.

The table is selected.

Other Ways to Select the Entire Table:

Right-click the table and select **Select Table** from the contextual menu, or click the outermost perimeter of the table.

Delete the contents of a cell

Deleting the contents of a cell is extremely easy...

Select the cell(s) whose contents you wish to delete and press the <Delete> key.

Delete a table

If you decide you don't want a table after all, delete it.

Select the table and press the <Delete> key.

Adjusting Column Width and Row Height

As you enter information into a table, you will quickly discover that some of your rows and columns need to be resized. This lesson will show you how to change the width of a column and the height of a row.

Adjust column width

When a column isn't wide enough to properly display the information it contains, adjust the width of the column.

Select the column(s) that you wish to adjust and click the **Layout** tab on the Ribbon under Table Tools.

Specify the column width in the **Table Column Width** text box in the Cell Size group.

The column is resized.

- Other Ways to Change Column Width:**
 Click and drag the column's right border.

Adjust row height

You will seldom need to adjust a row's height because, unless you specify otherwise, rows automatically expand to accommodate any text that you enter.

Select the row(s) that you wish to adjust and click the **Layout** tab on the Ribbon under Table Tools.

Specify the row height in the **Table Row Height** text box in the Cell Size group.

The row is resized.

- Other Ways to Adjust Row Height:**
 Click and drag the row's bottom border up or down.

✓ Tips

You can distribute columns and rows evenly so that they are the same width or height. To do this, select the columns or rows that you wish to distribute and click the **Layout** tab on the Ribbon under Table Tools. Click the **Distribute Columns** or **Distribute Rows** button in the Cell Size group.

Exercise

Exercise File: Sales Results8-2.pptx

Exercise: Navigate to Slide 2 and enlarge the width of the Difference column.

Increase the height of the first row.

	2009	2010	Difference	% Increase
J. Greenberg	49,821	55,226	+5,405	11 %
C. Jones	37,287	48,742	+11,455	31 %
S. Richardson	50,394	53,588	+3,194	6 %
M. Wilson	42,650	49,631	+6,981	16 %
Totals	180,152	207,187	27,035	15 %



	2009	2010	Difference	% Increase
J. Greenberg	49,821	55,226	+5,405	11 %
C. Jones	37,287	48,742	+11,455	31 %
S. Richardson	50,394	53,588	+3,194	6 %
M. Wilson	42,650	49,631	+6,981	16 %
Totals	180,152	207,187	27,035	15 %

Figure 8-4: Enlarging the width of a column.

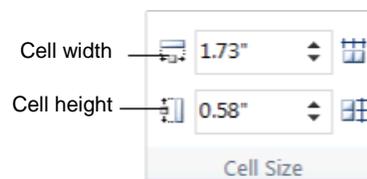


Figure 8-5: The Cell Size group.

Inserting and Deleting Rows and Columns

You can make a table larger or smaller by inserting or deleting rows and columns. This lesson will show you how.

Insert a row

Position your insertion point anywhere in the row above or below where you want to insert the new row.

Click the **Layout** tab on the Ribbon under Table Tools and click the **Insert Above** or **Insert Below** button in the Rows & Columns group.

The new row is inserted into the table.

Other Ways to Insert a Row:

Right-click the row above or below where you want to insert the new row, point to **Insert** in the contextual menu, and select an option from the submenu.

Insert a column

Position your insertion point anywhere in the column to the left or right of where you want to insert the new column.

Click the **Layout** tab on the Ribbon under Table Tools and click the **Insert Left** or **Insert Right** button in the Rows & Columns group.

The new column is inserted into the table.

 **Other Ways to Insert a Column:** Right-click the column to the left or right of where you want to insert the new column, point to **Insert** in the contextual menu, and select an option from the submenu.

Delete a row or column

Position the insertion point anywhere in the row or column you wish to delete and click the **Layout** tab on the Ribbon under Table Tools.

Click the **Delete** button in the Rows & Columns group and select an option from the menu.

The row or column is deleted.

 **Other Ways to Delete a Row or Column:** Right-click a cell in the row or column you wish to delete and select **Delete Rows** or **Delete Columns** from the contextual menu.

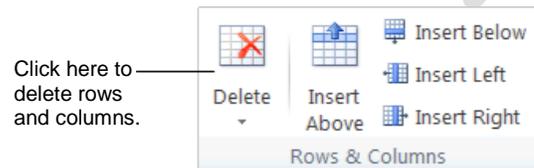
Exercise

Exercise File: Sales Results8-3.pptx

Exercise: Navigate to Slide 2 and insert a new row above the first row in the table.

Insert a new column to the right of the Increase column.

Delete this new column.



Click here to delete rows and columns.

Figure 8-6: The Rows & Columns group on the Layout tab.

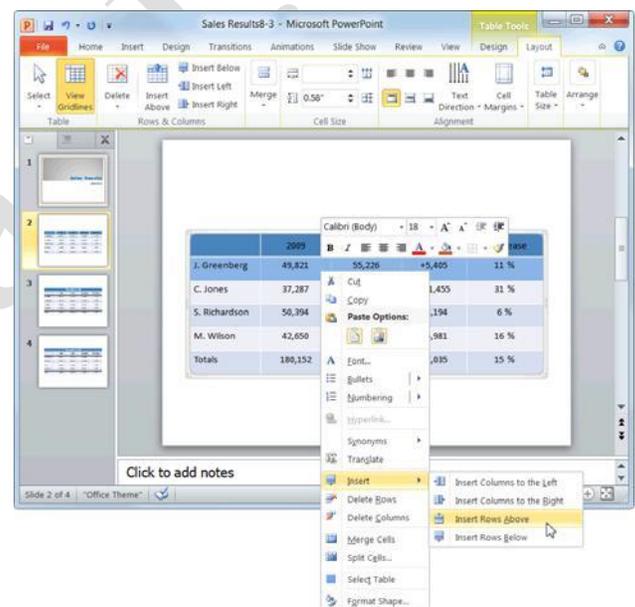


Figure 8-7: Inserting a new row using the contextual menu.

Merging and Splitting Cells

You can adjust the number of cells that appear in a table by merging and splitting cells.

Merge cells

The Merge Cells command combines, or *merges*, several smaller cells into a single larger cell.

Select the cells that you want to merge.

Click the **Layout** tab on the Ribbon under Table Tools and click the **Merge Cells** button in the Merge group.

The selected cells are merged into a single cell.

Other Ways to Merge Cells:

Select the cells you want to merge, right-click the selected cells, and select **Merge Cells** from the contextual menu.

Split a cell

You can break, or *split*, a cell into several smaller cells using the Split Cells command.

Select the cell that you want to split.

Click the **Layout** tab on the Ribbon under Table Tools and click the **Split Cells** button in the Merge group.

The Split Cells dialog box appears.

Specify how you want to split the cell and click **OK**.

The selected cell is split into several smaller cells.

Other Ways to Split a Cell:

Right-click the cell you want to split and select **Split Cells** from the contextual menu.

Exercise

Exercise File: Sales Results8-4.pptx

Exercise: Merge the cells in the first row of the table.

Type "Department 4A".

Change its font size to 24 pt.

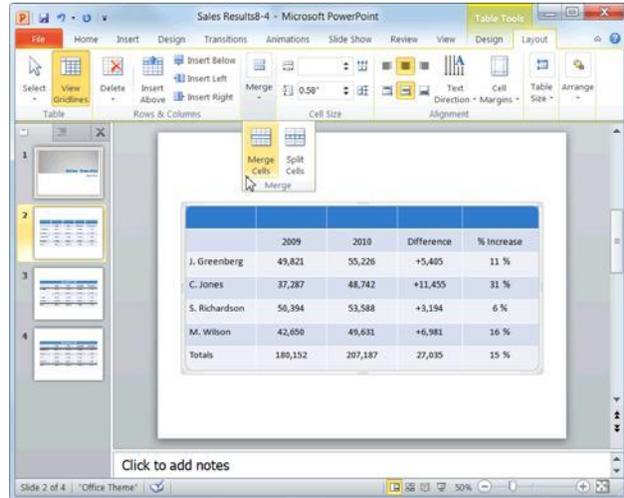
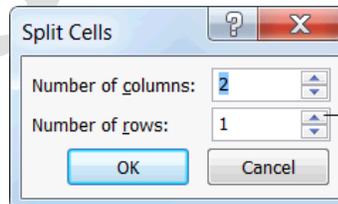


Figure 8-8: Merging cells.



Specify how many columns or rows you want to split the cell into.

Figure 8-9: The Split Cells dialog box.

Working with Borders and Shading

Borders can improve the appearance of a table, giving it a polished, professional look. Borders also make the information in a table easier to read—especially numerical data.

By default, PowerPoint applies borders to the outside and inside of new tables. You can change or remove these borders to meet your needs. You can even draw your own borders.

Add borders

Select the cell(s) you want to add borders to.

Click the **Design** tab on the Ribbon under Table Tools and click the **Border** button list arrow in the Table Styles group.

A list of border options appears.

Select an option from the list.

The borders are applied to the selected cell(s).

Remove borders

Select the cell(s) whose borders you wish to remove.

Click the **Design** tab on the Ribbon under Table Tools and click the **Border** button list arrow in the Table Styles group.

Select **No Border** from the list.

The borders are removed from the selected cell(s).

Exercise

Exercise File: Sales Results8-5.pptx

Exercise: Apply a bottom border to the second row in the table.

Apply a top and bottom border to the last row in the table.

Remove the bottom border from the last row in the table.

Apply light orange shading to the % Increase column.

Border button  List arrow

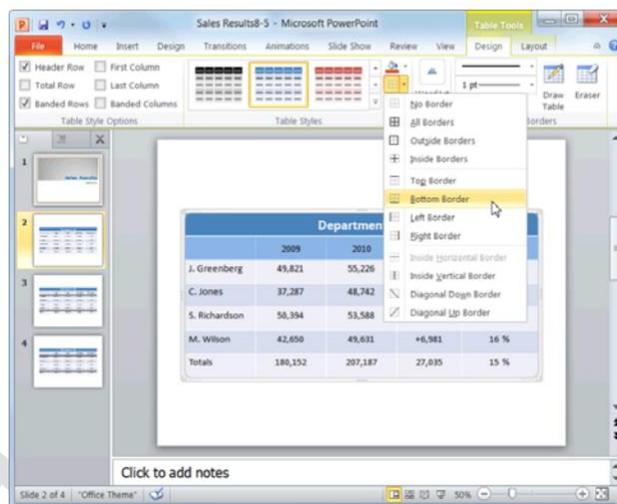


Figure 8-10: Adding a border to a table.

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Draw your own borders

With the Draw Table tool, you can easily create complex tables that have columns within columns and rows within rows.

Click anywhere inside the table and click the **Design** tab on the Ribbon under Table Tools.

Click the **Draw Table** button in the Draw Borders group.

The pointer changes to a pencil icon () , indicating that you can draw borders.

Click and drag on the table where you want to insert a border.

Press <Esc> when you're finished drawing borders.

Tip: To erase a border, click the **Eraser** button in the Draw Borders group and click and drag the Eraser tool () across the border you want to erase. Press <Esc> when you're finished erasing.

Tip: To specify the border's style, thickness (or *weight*), and color, click the **Pen Style**, **Pen Weight**, or **Pen Color** button in the Draw Borders group and select an option from the menu.

Shading table cells

Shading a cell or range of cells in a table is a great way to emphasize important information.

Select the cell(s) that you want to shade and click the **Design** tab on the Ribbon under Table Tools.

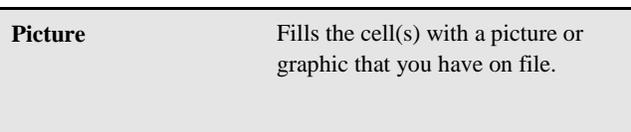
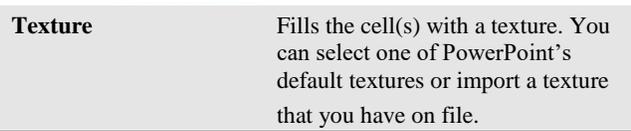
Click the **Shading** list arrow in the Table Styles group.

The color palette appears, along with several other options you can choose from. See the Other Options table for more information about these options.

Select a color from the color palette.

Tip: If the color you're looking for doesn't appear in the color palette, select **More Fill Colors** from the menu.

Table 8-1: Other options

Picture		Fills the cell(s) with a picture or graphic that you have on file.
Gradient		Fills the cell(s) with a color <i>gradient</i> —a color that gradually changes to another color.
Texture		Fills the cell(s) with a texture. You can select one of PowerPoint's default textures or import a texture that you have on file.

Applying a Table Style

Changing the visual style of a table is an easy way to spice up its appearance. A visual style is a set of different formatting commands that can be applied to a table in one single step.

Apply a style

Click anywhere inside the table and click the **Design** tab on the Ribbon under Table Tools.

Select a style from the Table Styles group.

Tip: To view all the available styles, click the **More** button (⌵) in the Table Styles group to display the Table Styles gallery.

The visual style is applied to the table.

Remove a style

Click anywhere inside the table and click the **Design** tab on the Ribbon under Table Tools.

Click the **More** button (⌵) in the Table Styles group and select **Clear Table** from the gallery.

The style is removed.

Exercise

Exercise File: Sales Results8-6.pptx

Exercise: Open the Table Styles gallery and apply the style of your choice to the table.

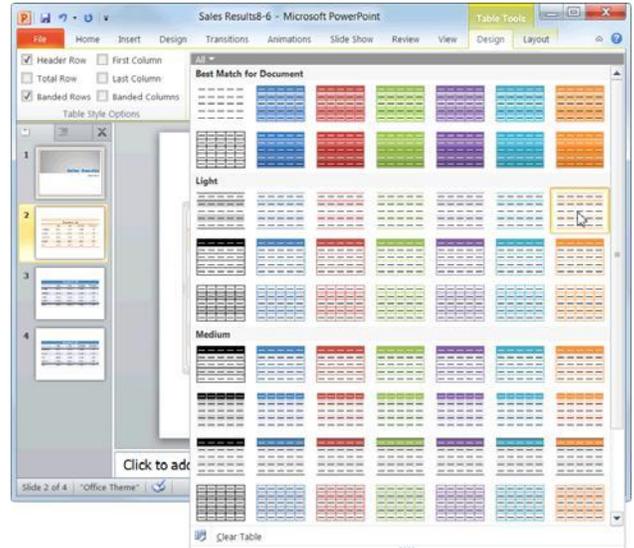


Figure 8-12: Selecting a table style from the Table Styles gallery.

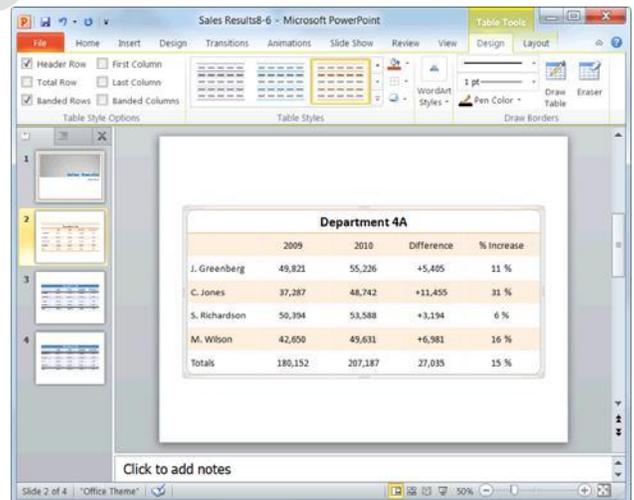


Figure 8-11: A table with the Light Style 1 – Accent 6 style applied.