

Working with Tables

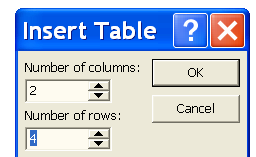
When working with PowerPoint slides, it is possible to insert Tables into the presentation. To do this:

Inserting a Table Slide

- ❖ Open the presentation that the table is to be added to from the folder where it was stored.
- ❖ Go to the slide where the table is to be inserted.
- ❖ Click the **New Slide** button on the **Formatting** toolbar.
- ❖ The **Slide Layout Task Pane** will appear.
- ❖ Choose the **Title and Content** Slide Layout under **Content Layouts** (second row, first column). The Slide Layout will look like the one on the left.
- ❖ Click the **Insert Table** (first row, first column) icon in the area above **Click icon to add content**.
- ❖ The **Insert Table** dialog box will appear (see illustration at right).
 - A table is made up of columns and rows. Where these areas intersect is a cell.
 - The cell is the area where the data for the table is input.
- ❖ Specify the number of columns and rows for the table.
- ❖ The table will appear in the table placeholder.
- ❖ Click where it says, **Click to add title** and input a title for the slide.
- ❖ To complete the table, input the data.
- ❖ At the end of the table, press the **Tab** key to add an additional row, if necessary.



Insert Table



Displaying the Tables and Borders Toolbar



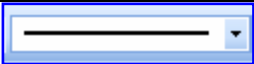
The Tables and Borders Toolbar is used to make formatting and other changes to a table. To display the toolbar, complete the steps below.

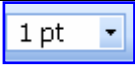











- ❖ Do one of the following:
 - Click **View** on the **Menu Bar**, point to **Toolbars**, and then click **Tables and Borders**.
 - Click the **Tables and Borders** icon on the **Standard** toolbar (see illustration at right).
- ❖ The **Tables and Borders** toolbar will display somewhere within the window.
- ❖ If necessary, click the **Title Bar** of the toolbar.
- ❖ Drag the toolbar to a different location in the window.






Tables and Borders Toolbar



This toolbar is used to apply attributes to tables in PowerPoint. The table below describes and illustrates the buttons on this toolbar.

Button	Description
Draw	 This option is used to draw a new table or to add lines to a current table.
Eraser	 To remove lines from a table, click this button. This is usually used in conjunction with the draw feature.
Border Style	 Click this button to change the style of border for the outside or inside borders of the table.

Button		Description
Border Width		To change the width of a border for selected cells in a table, click this button.
Border Color		Click this button to change the color of a border for selected cells in the table.
Outside Borders		To apply borders to selected cells in a table, click this button. A list arrow provides different ways that the border can be formatted.
Fill Color		To change the border color on selected cells in a table, click this button.
Table		This button can be used to insert a table into a slide, to add new columns or row, and to delete columns or rows.
Merge Cell		To combine two or more cells in a table, click this button. This will make the cells all one cell instead of individual cells.
Split Cell		To divide one cell into more than one, click this button.
Align Top		Click this button to align the text in the cell so that it appears at the top of the cell.
Center Vertically		To center the text vertically in a cell or selected cells, click this button.
Align Bottom		Click this button to align the text so that it appears at the bottom of the cell.
Distribute Rows Evenly		To make all the selected rows in a table the same height, click this button.
Distribute Columns Evenly		To make all the selected columns in a table the same width, click this button.

Formatting the Table

- ❖ Click the **Sizing Handle** at the bottom of the table. The mouse pointer should change to a double pointing arrow with a straight line (see illustration at right). 
- ❖ With the **Sizing Handle** selected, drag the mouse up to make the table shorter.
- ❖ The height of the row will adjust as you resize the table.
- ❖ To resize the columns in this table:
 - Move the mouse pointer over the line between the cells.
 - The mouse pointer should change to an icon with two straight up and down lines and a double-pointing arrow (see illustration at right). 
 - Click the left mouse button and drag the mouse to the left to make the columns in the first row smaller.
 - Move the mouse pointer to the end of the last column and follow the same procedure to make the last column in the table smaller.
 - As the last column is resized, the table will be made smaller.
 - To resize the whole table, use the resizing handles along the outside edges of the table.
- ❖ Select the cells in the first row of the table.
- ❖ Click the list arrow for the **Font Color** button on the **Formatting** toolbar (see illustration at right). 

- ❖ The **Font Color** palette will appear.
- ❖ Select a color for the font. To see additional colors, click the **More Colors** button.
- ❖ With the cells still selected, click the **Fill Colors** button on the **Tables and Borders** toolbar (see illustration top right). 
- ❖ Choose a color for the background of the cells.
- ❖ To center the text vertically in the cells, select all the cells in the table.
- ❖ Click the **Center Vertically** button on the **Tables and Borders** toolbar (see illustration bottom right). 
- ❖ Use any of the other tools on the **Tables and Borders** toolbar to make additional formatting changes to the table.
- ❖ Click outside the table placeholder to deselect the table.