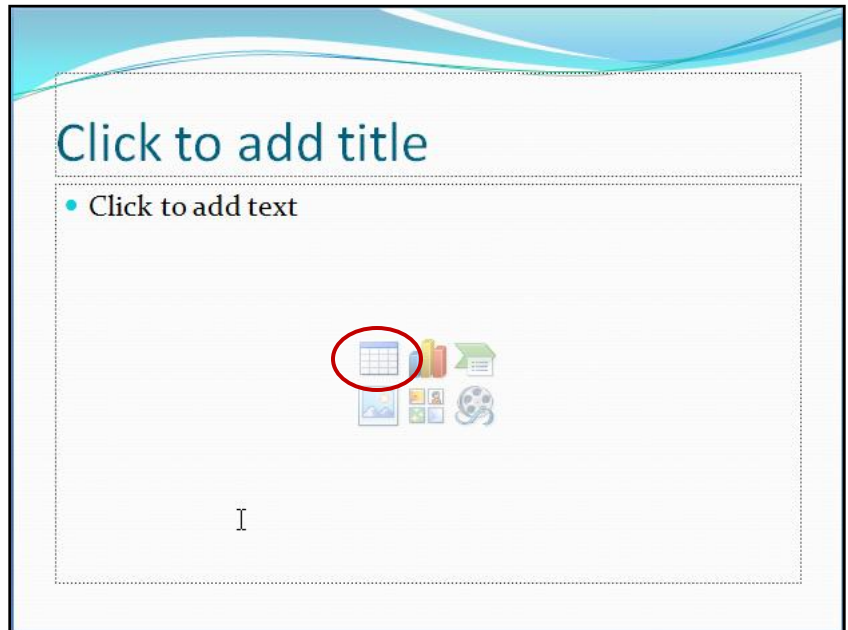
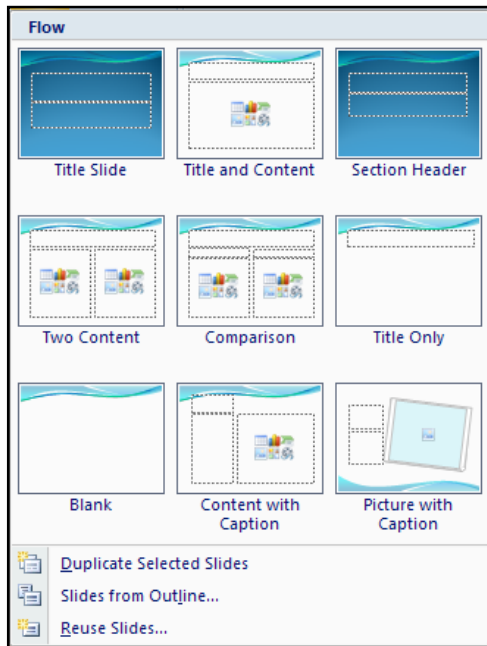


## CREATING-FORMATTING TABLES

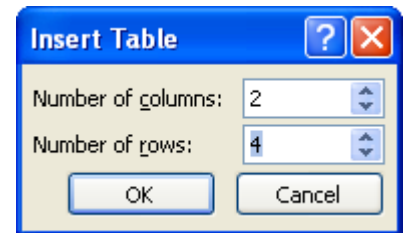
In addition to the types of slides that we learned to create earlier, it is also possible to insert a table into a slide. This is done by completing the steps below.

### Inserting a Table Slide

- ✦ Go to the last slide in the presentation.
- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **New Slide** button.



- ✦ A gallery of Slide Layouts will appear (see illustration below left).
- ✦ Click the **Title and Content** layout in the gallery.
- ✦ Click the **Insert Table** (first row, first column) icon (see illustration above right).
- ✦ 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.

- ✦ The table will contain **two (2) columns** and **four (4) rows**.
- ✦ Click the **OK** button to insert the table into the slide.
- ✦ Click where it says, **Click to add title** and input **Training Workshops**.
- ✦ To complete the table, input the data below.

Name	Workshop Session
Constance Smith	Word
Heather Jones	Excel
Sherry Lee	PowerPoint

- ✦ At the end of the table, press the **Tab** key to add an additional row.
- ✦ Input appropriate information for this row.

## 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 until there is about an **inch** between the bottom of the slide and the table.
- ✦ 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 second column 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.
- ✦ To format the table, use the **Table Tools, Design Contextual Tab**. These tools are described in the table below.
- ✦ To make changes to the layout of the table, click the **Table Tools, Layout Contextual Tab**. These tools are described in the table below.