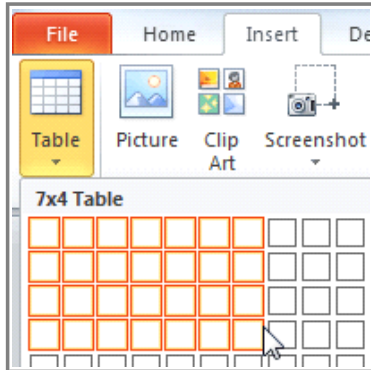




Introduction



Tables are another tool you can use to display information in PowerPoint 2010. A **table** is a grid of cells arranged in **rows** and **columns**. Tables can be customized and are useful for various tasks such as presenting text information and numerical data.

In this lesson, you will learn how to **insert tables**, apply **table styles**, and **format tables** using various commands.

Working with Tables

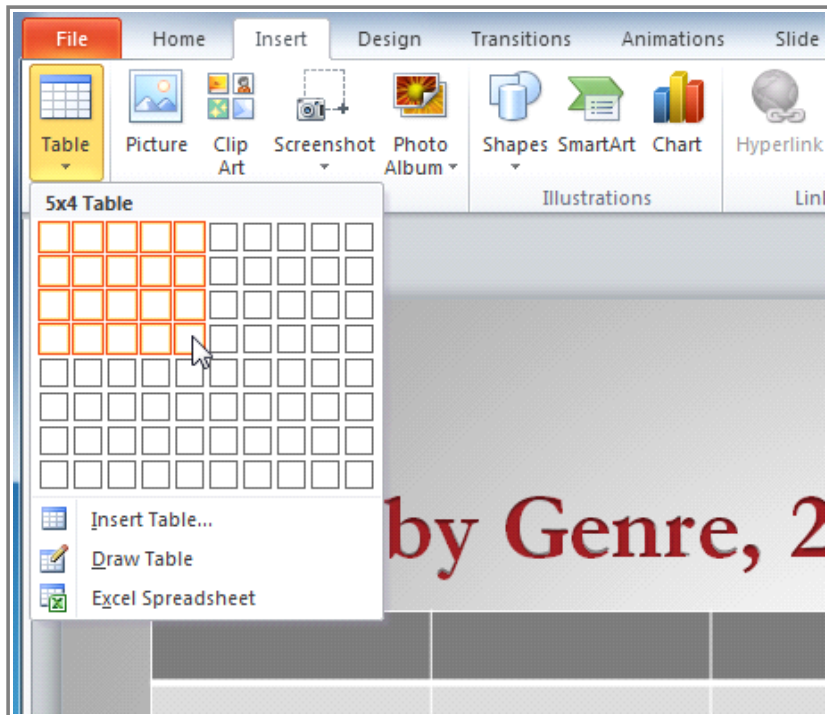
▶▶▶ Watch the video to learn how to insert and modify tables.

Genre	2006	2007	2008
Classics	\$18,500,000	\$18,225,000	\$16,326,000
Mystery	\$78,970,000	\$82,262,000	\$48,640,000
Romance	\$94,236,000	\$131,390,000	\$79,022,000

Watch the video (4:30). [Need help?](#)

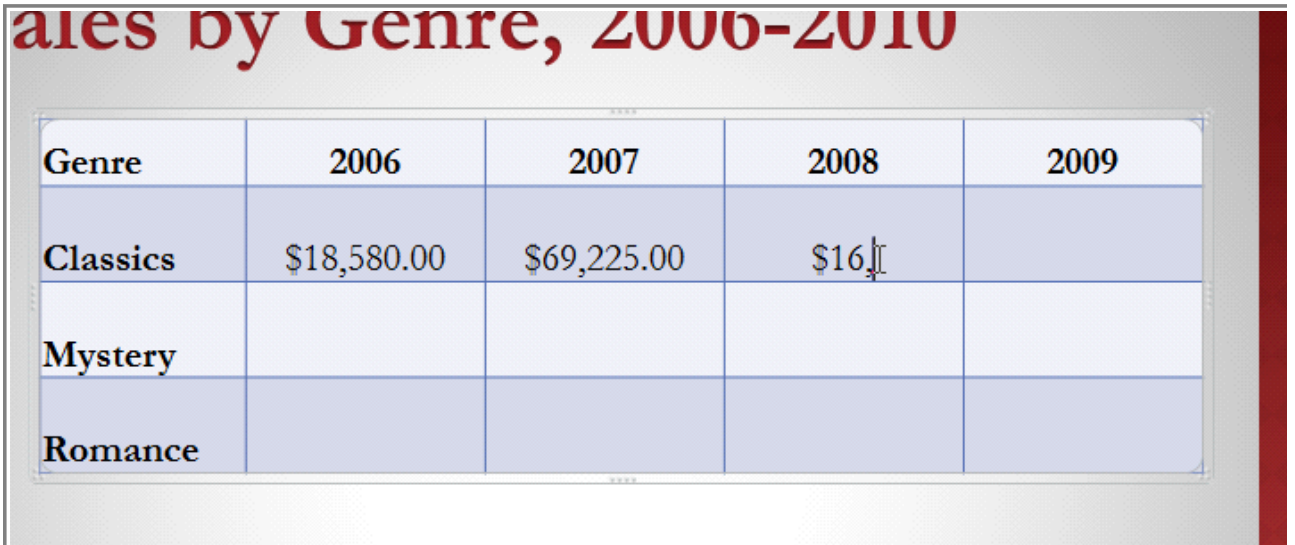
To Insert a Blank Table:

1. On the **Insert** tab, click the **Table** command.
2. Hover your mouse over the diagram squares to select the number of **columns** and **rows** in the table.



Inserting a table with the Insert tab

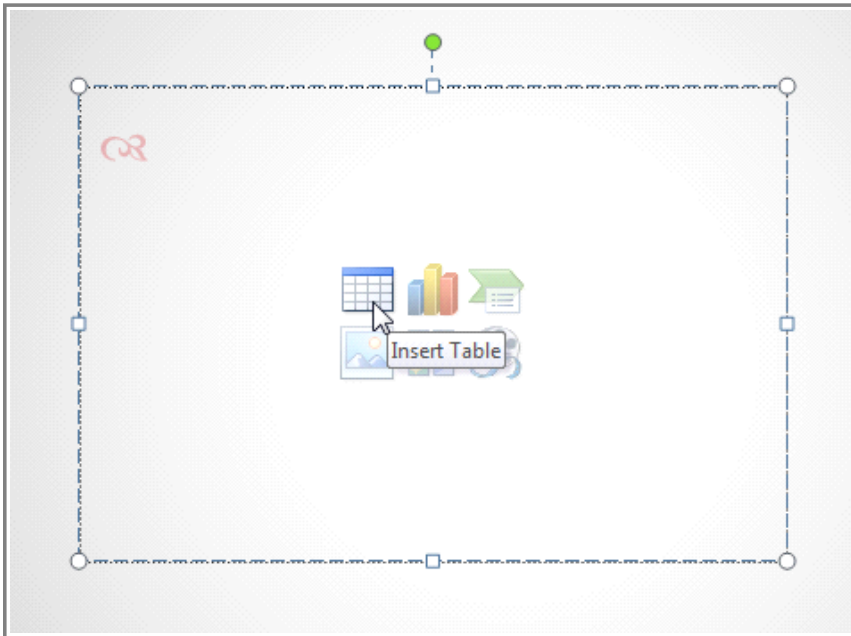
3. Click your mouse. The table will appear on the slide.
4. You can now place the insertion point anywhere in the table to add text.



Genre	2006	2007	2008	2009
Classics	\$18,580.00	\$69,225.00	\$16,000.00	
Mystery				
Romance				


Adding text to the inserted table

To make sure your table looks good with the slide layout, you can also insert a table using the **placeholder**. Click the **Insert Table** icon in the placeholder, then enter the desired number of rows and columns.



Inserting a table in the placeholder

To Move a Table:

1. Place the cursor over the **edge** of the table. The cursor will turn into a cross with arrows .
2. Click and drag the table to the desired location.



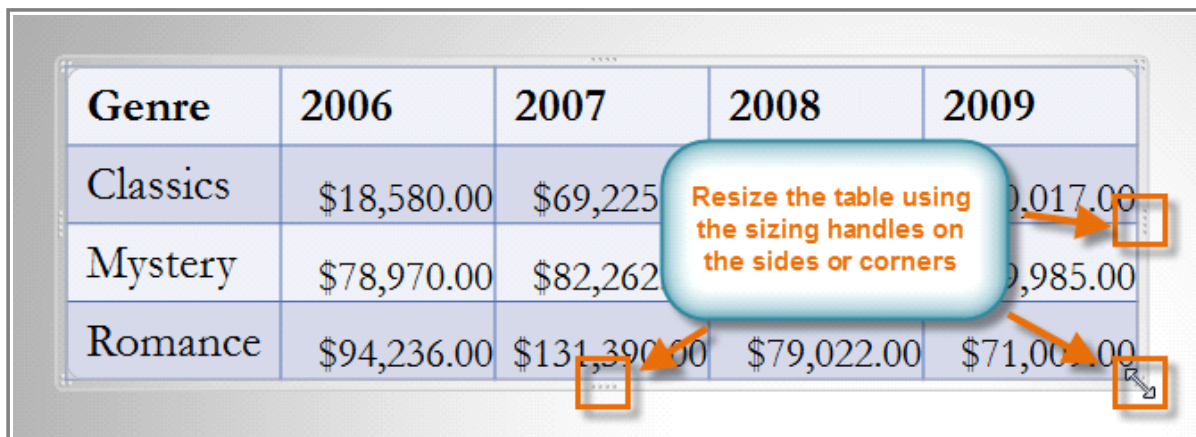
Moving a table

3. Release the mouse button to drop the table in the new location.

Modifying Tables

To Resize a Table:

1. Position the mouse over one of the **sizing handles** located around the edge of the table. The cursor will become a pair of directional arrows \leftrightarrow .

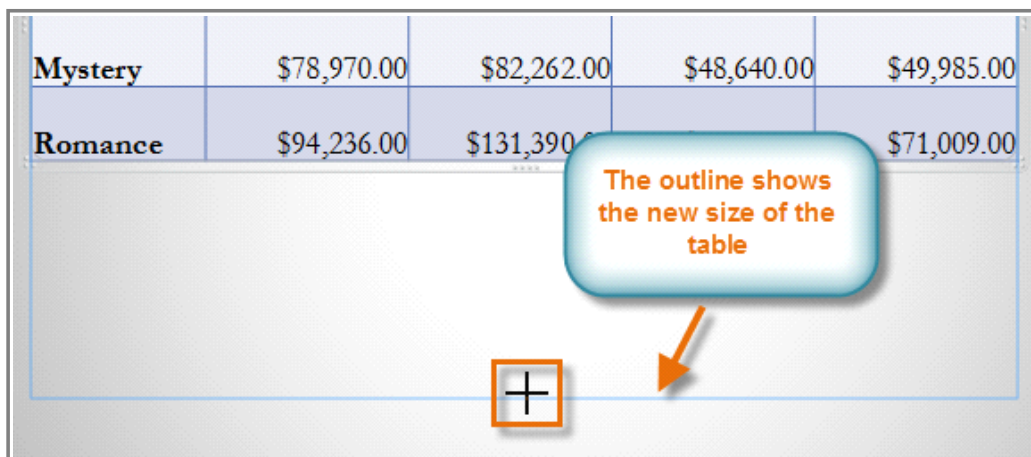


Resize the table using the sizing handles on the sides or corners

Genre	2006	2007	2008	2009
Classics	\$18,580.00	\$69,225.00	\$79,022.00	\$10,017.00
Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00
Romance	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00

Using the sizing handles to resize a table

2. Click, hold, and **drag** your mouse to make the table bigger or smaller.



The outline shows the new size of the table

Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00
Romance	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00

Resizing a table

3. Release the mouse. The table will be resized.

Sales by Genre, 2006-2010

Genre	2006	2007	2008	2009
Classics	\$18,580.00	\$69,225.00	\$16,326.00	\$10,017.00
Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00
Romance	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00

The resized table

To Add a Column or Row:

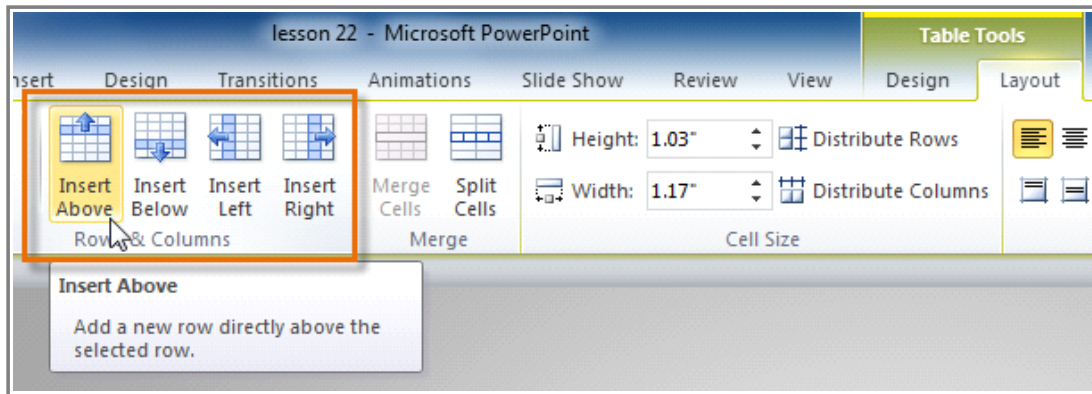
1. Place the insertion point in a cell **adjacent** to the location where you wish to add a row or column.

Genre	2006	2007
Classics	\$18,580.00	\$69,225.00
Mystery	\$78,970.00	\$82,262.00
Romance	\$94,236.00	\$131,390.00

The insertion point

Placing the insertion point to insert a new row

2. Select the **Table Tools Layout** tab and locate the **Rows & Columns** group.



Inserting a new column or row

3. If you would like to insert a new **row**, select either **Insert Above** or **Insert Below**. If you would like to insert a new **column**, select either **Insert Left** or **Insert Right**.
4. A new row or column will appear.

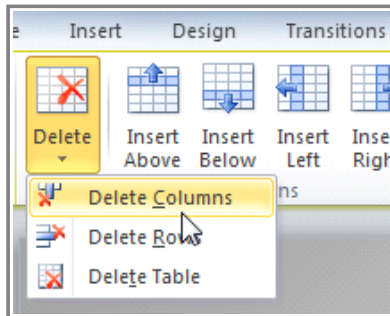
Genre	2006	2007	2008
Classics	\$18,580.00	\$69,225.00	
Mystery	\$78,970.00	\$82,262.00	
Romance	\$94,236.00	\$131,390.00	

The inserted row

To Delete a Row or Column:

1. Select the row or column by placing the insertion point in any cell in that row or column.
2. Select the **Table Tools Layout** tab.
3. In the **Rows & Columns** group, click **Delete**. A drop down menu appears.

4. Select **Delete Rows** or **Delete Columns**.

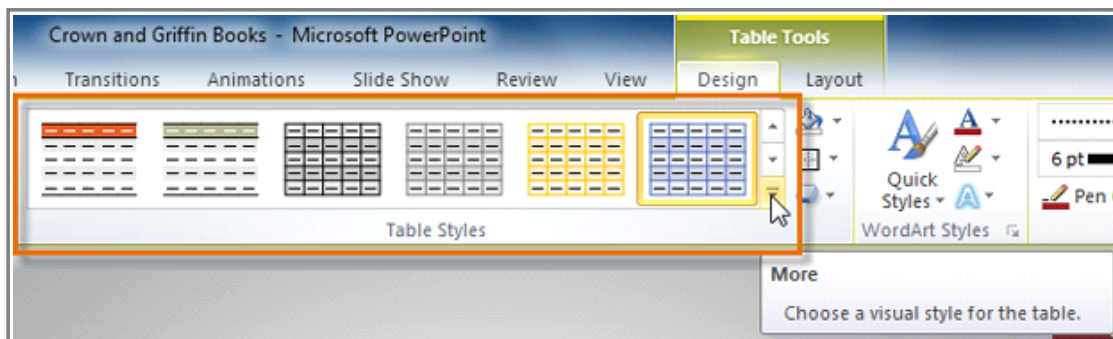


Deleting a column

Modifying the Table Style

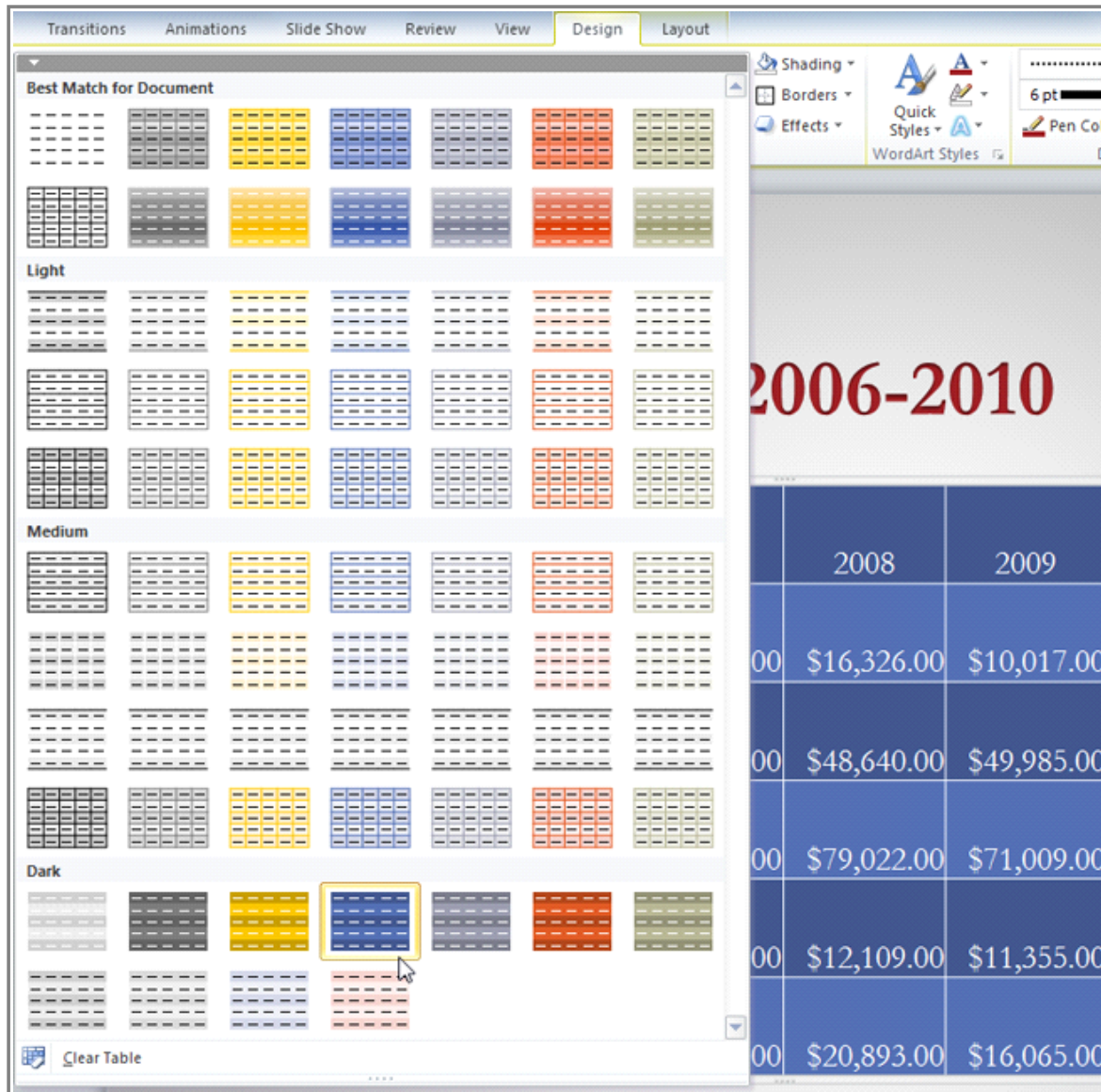
To Apply a Table Style:

1. Click anywhere on the table. The **Table Tools** tab will appear on the Ribbon.
2. Select the **Table Tools Design** tab and locate the **Table Styles**.
3. Click the **More** drop-down arrow to see all of the table styles.



Changing the table style

4. Hover the mouse over the various styles to see a live preview.



The screenshot shows the Microsoft Word interface with the **Design** ribbon selected. The **Table Design** task pane is open, displaying a gallery of table styles categorized into "Best Match for Document", "Light", "Medium", and "Dark". A blue style is highlighted with a yellow border and a mouse cursor. To the right, a preview of a table is shown with the following data:

	2008	2009
00	\$16,326.00	\$10,017.00
00	\$48,640.00	\$49,985.00
00	\$79,022.00	\$71,009.00
00	\$12,109.00	\$11,355.00
00	\$20,893.00	\$16,065.00

Previewing the new table style

5. Select the desired style.

Sales by Genre, 2006-2010

Genre	2006	2007	2008	2009	2010
Classics	\$18,580.00	\$69,225.00	\$16,326.00	\$10,017.00	\$26,134.00
Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00	\$73,428.00
Romance	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00	\$81,474.00
Sci-Fi & Fantasy	\$16,730.00	\$19,730.00	\$12,109.00	\$11,355.00	\$17,686.00
Young Adult	\$35,358.00	\$42,685.00	\$20,893.00	\$16,065.00	\$21,388.00

The modified table

To Change the Table Styles Options:

Once you've chosen a table style, you can turn various options **on** or **off** to change the appearance of the table. There are six options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Click anywhere on the table. The **Table Tools** tab will appear.
2. Click on the **Table Tools Design** tab.
3. Hover the mouse over each option in the **Table Style Options** group to see an explanation of what it does, and **check** or **uncheck** the desired options.

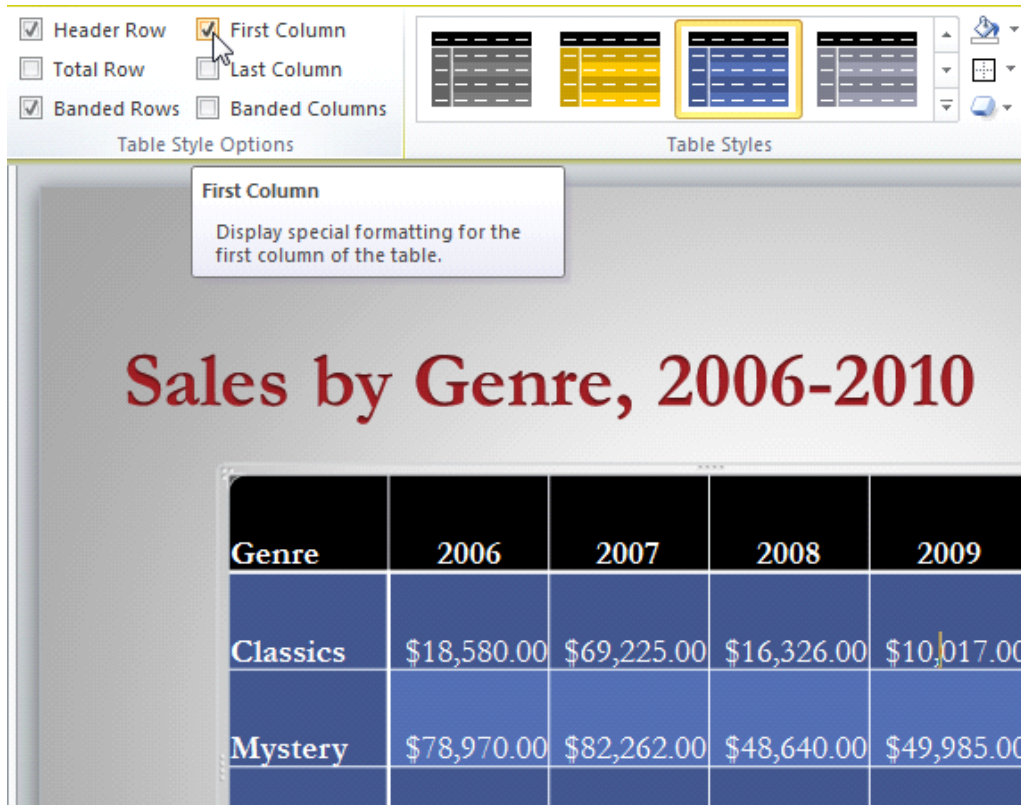


Table Style Options

Header Row First Column
 Total Row Last Column
 Banded Rows Banded Columns

Table Styles

First Column
 Display special formatting for the first column of the table.

Sales by Genre, 2006-2010

Genre	2006	2007	2008	2009
Classics	\$18,580.00	\$69,225.00	\$16,326.00	\$10,017.00
Mystery	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00

Checking and unchecking table style options

Depending on which **Table Style** you're using, certain **Table Style Options** may have a somewhat different effect. You may need to **experiment** to get the exact look you want.

To Add Borders to a Table:

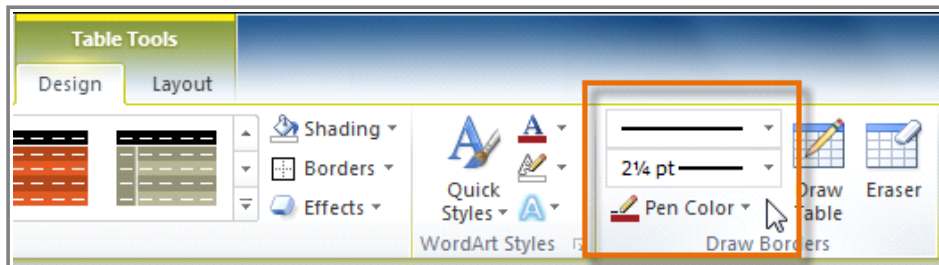
1. Select the cells you wish to add a border to.

6-2010

2008	2009	2010
\$5,326.00	\$10,017.00	\$26,134.00
\$8,640.00	\$49,985.00	\$73,428.00
\$9,022.00	\$71,009.00	\$81,474.00
\$2,109.00	\$11,355.00	\$17,686.00
\$0,893.00	\$16,065.00	\$21,388.00

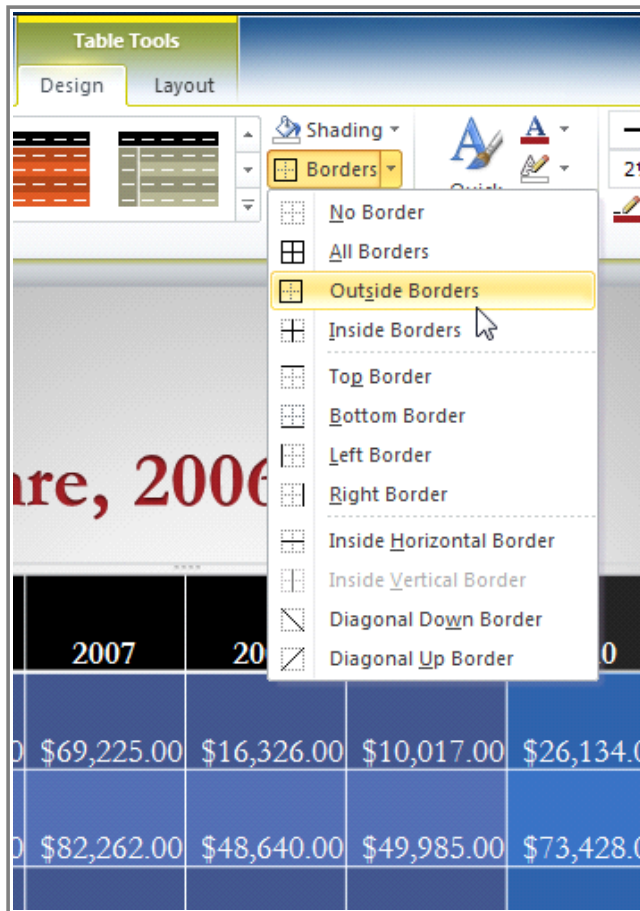
Selecting cells to add borders

- From the **Table Tools Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



Selecting border options

- Click the **Borders** drop-down arrow.
- From the drop-down menu, select the desired **border type**.



Selecting a border

5. The border will be added to the selected cells.

y Genre, 2006-2010

	2006	2007	2008	2009	2010
	\$18,580.00	\$69,225.00	\$16,326.00	\$10,017.00	\$26,134.00
	\$78,970.00	\$82,262.00	\$48,640.00	\$49,985.00	\$73,428.00
	\$94,236.00	\$131,390.00	\$79,022.00	\$71,009.00	\$81,474.00
	\$16,730.00	\$19,730.00	\$12,109.00	\$11,355.00	\$17,686.00
	\$35,358.00	\$42,685.00	\$20,893.00	\$16,065.00	\$21,388.00

The added border

Page 5

Modifying a Table Using the Layout Tab

When you select a table in PowerPoint 2010, **Design** and **Layout** tabs appear under **Table Tools** on the Ribbon. Using commands on the **Layout** tab, you can make a variety of modifications to the table.

➤➤➤ Use the interactive below to learn about the different ways you can modify a table with the Layout tab.

Page 6

Challenge!



1. Open an **existing PowerPoint Presentation**. If you want, you can use [this example](#).
2. Insert a new table with three columns and four rows. If you are using the example, **resize** the table on slide 5.
3. Apply a **Table Style**.
4. Use the **Table Style Options** to make your table have banded rows and a header row.
5. **Delete a column** from the table
6. Add a **border** to one of the rows in the table.