FastCourse Series

Chapter 6: Using Tables in Presentations

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Learning Objectives

- After studying this chapter, you will be able to:
  - Insert tables on slides
  - Import a table
  - Add and delete rows and columns in tables
  - Format tables and cells
  - Add non-text data over cells

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PowerPoint Tables

- With tables, you can organize information using rows and columns.
- Tables make it easier to read information.
- A table and its data can both be formatted.

This table has been formatted to match the theme of the presentation.

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Entering Data and Navigating Table Cells

- You can add text and numbers in a table cell.
- The text is automatically wrapped, with the cell height adjusting as necessary.
- You can't insert pictures, charts, or other objects, but you can position them over cells.

NAVIGATING TABLE CELLS WITH THE KEYBOARD

To Do This...	Do This...
Move to the next cell	Tap [Tab]. From the last cell of a row, this moves to the first cell in the next row.
Move to the previous cell	Press [Shift]+[Tab]. From the first cell of a row, this moves to the last cell in the previous row.
Move to the next row	Tap [↓]. This does not create a new row.
Move to the previous row	Tap [↑].
Add a new row for data entry	Move to the bottom-right table cell and tap [Tab].

You can use keyboard strokes to navigate around a table.

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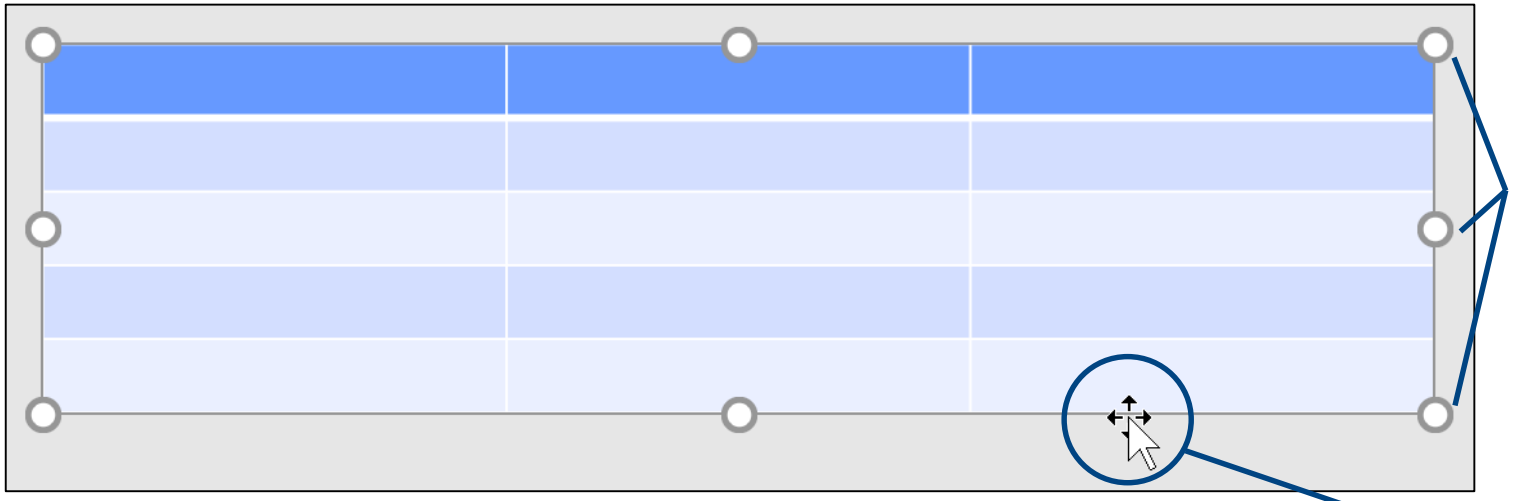
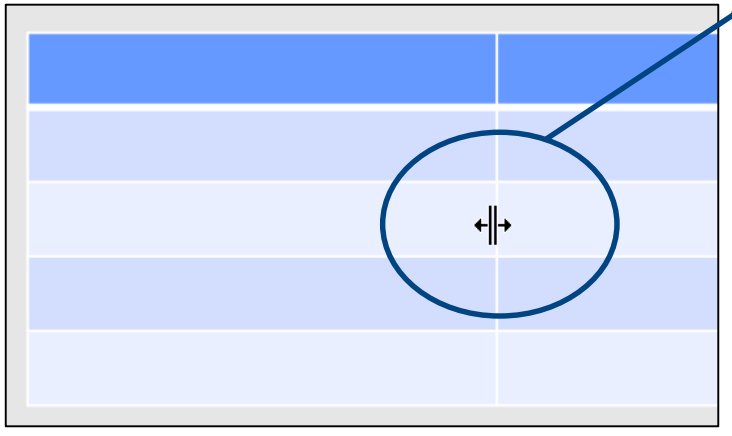
Resizing and Moving Tables

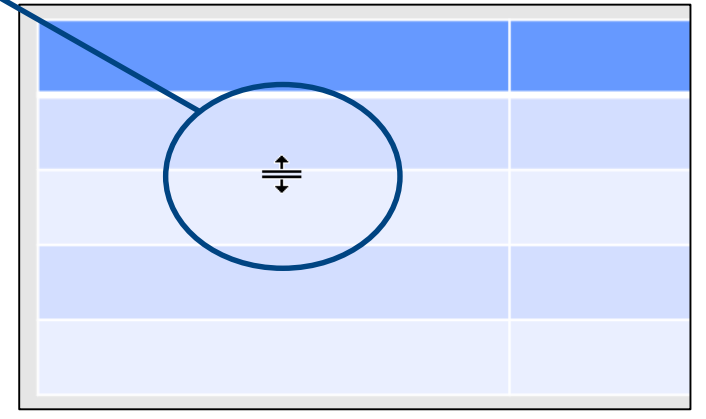


The round sizing handles can be used to resize the table.

The move pointer will allow you to move your table around the slide.

Two-way arrows within a table allow you to resize rows and columns.





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Formatting Data in Cells

Data can be formatted at the character level or at the cell level.

Character formatting applies to only the selected text and can be used to emphasize a word or phrase.

Character Formatting	
	Cell Formatting

Cell formatting applies to all text in the cell as well as any text that is typed into it. It essentially "belongs" to the cell once applied.

TIP! Before you do any formatting, you must first select the text or cell to be formatted!

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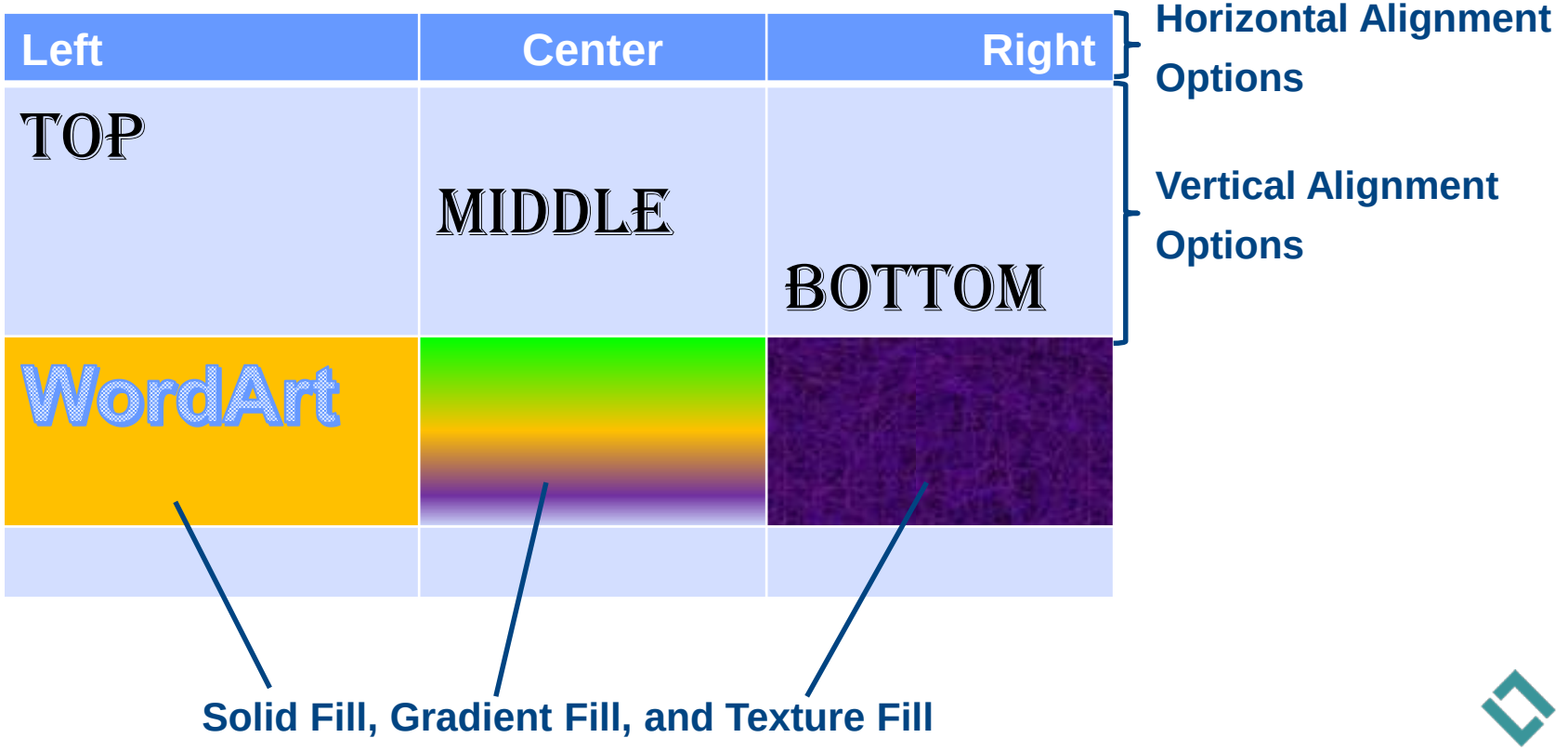
Aligning and Formatting Cell Entries

- Text in a cell may be aligned in various ways.
- Background color and texture fills can also be applied.



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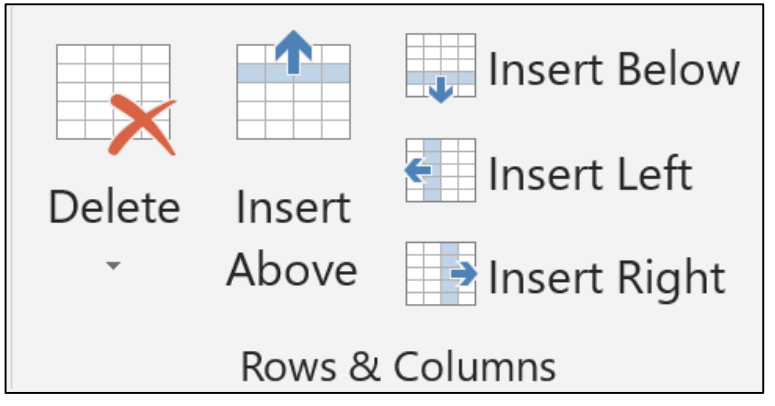
Adding and Deleting Rows & Columns

- Tap Tab from the final cell to add a new row.
- Select a cell to add a new row or column adjacent to it.
- You can also add/delete multiple rows or columns.
- Deleting a row or column also deletes the data.
- Tapping Delete only removes the data.



Once you select a cell, you can add or delete rows or columns from the Rows & Columns group on the Table Tools Layout tab of the Ribbon.

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Merging and Splitting Cells

Cells are individual or “split” in this example.		

In this example, three cells are merged horizontally.		

Merging allows you to combine multiple cells into one. You can then apply formatting to the one new, larger cell.

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Importing a Table

- You can copy a table from Word and paste it into PowerPoint.
- The formatting will follow the PowerPoint presentation's current theme
- You can also paste a range of Excel cells onto a PowerPoint slide.
- You cannot convert text on a slide to a table. Instead, you must move or retype it once a table is created.

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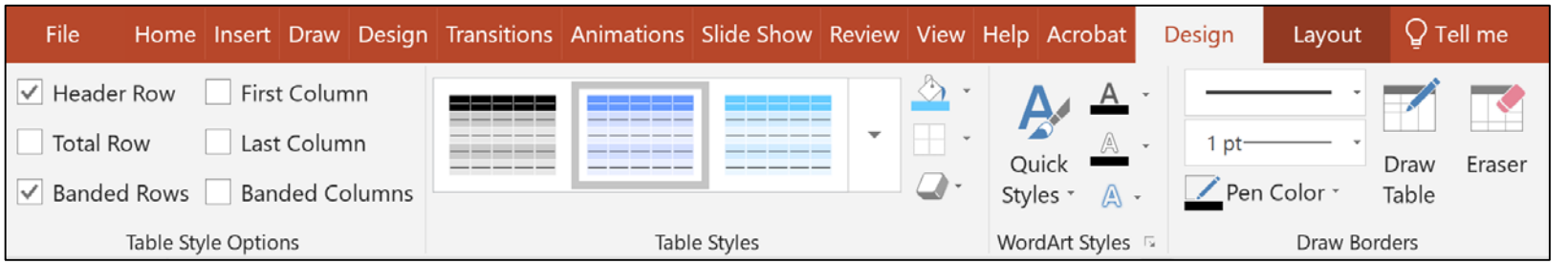
Customizing Tables

Use the Table Tools contextual tabs of the Ribbon

When a table is selected, the Table Tools contextual tabs will be displayed on the Ribbon.



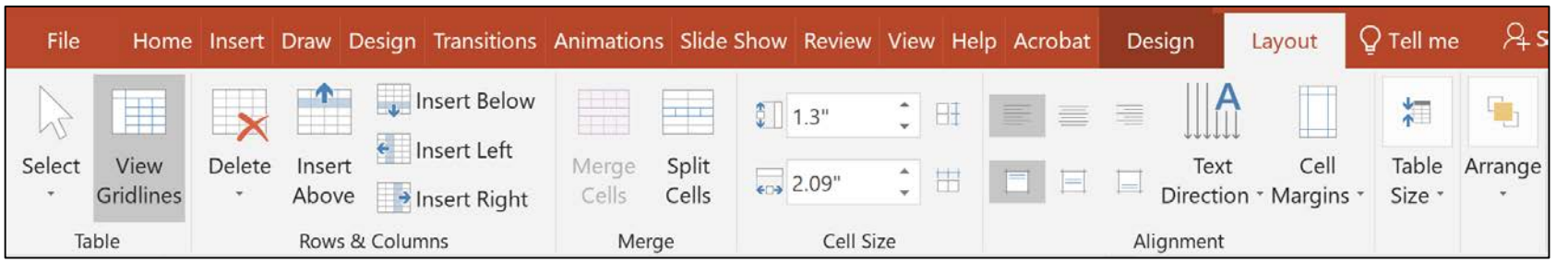


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Table Styles

Table styles allow you to quickly apply design elements to your table, including professionally created color schemes.

	Sack Race	100-Yard Dash	Archery
1st place	Tommy	Mary	Derek
2nd place	Isabella	Ken	Jenna
3rd place	Nicole	Amy	Brian

A table with no formatting applied

	Sack Race	100-Yard Dash	Archery
1st place	Tommy	Mary	Derek
2nd place	Isabella	Ken	Jenna
3rd place	Nicole	Amy	Brian

The same table with a table style and options applied

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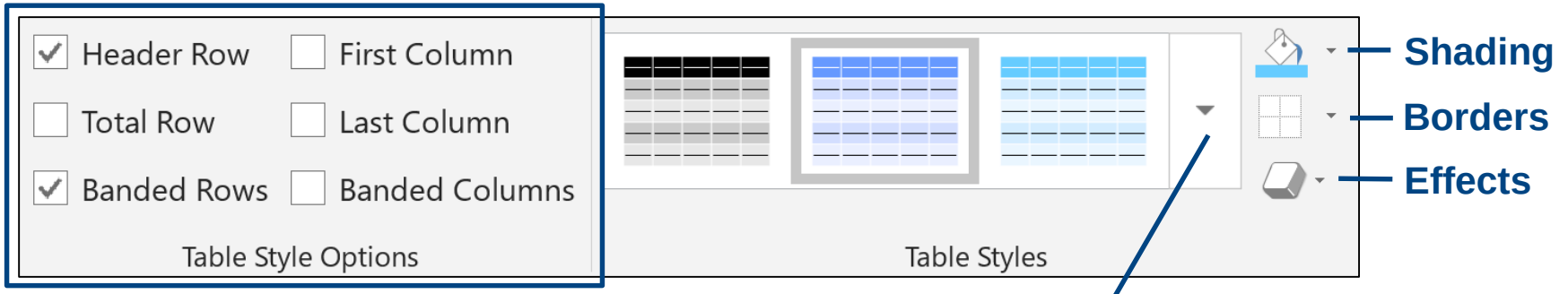
Modifying Table Styles

Use options on the Design tab to change the style or make modifications to the style selected.



The Table Style Options allow you to choose what will be shaded and how shading will be applied.

Clicking the drop-down arrow displays additional table styles from which to choose.

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