CREATE-FORMAT 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.

**Insert a Table Slide**

- Go to the last slide in the presentation or the slide where the table is to be inserted.
- 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 above).
  - 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 with the specified number of columns and rows will appear in the slide as shown in the illustration on the next page.
- Click the OK button to insert the table into the slide.
- Click where it says, Click to add title and input the title for the slide and table.
- To complete the table, input the data for the table.
- To add additional rows at the end of the table, press the Tab key.
### Resize Columns and 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 or down to adjust the height of the table.
- The height of the row will adjust as the table height is resized.
- To resize the columns in the 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 or right to make the columns smaller or larger.
  - Move the mouse pointer to the end of the last column and follow the same procedure to adjust the width of the whole table.
  - As the last column is resized, the table will be made smaller or larger depending on the direction the column is moved.
- To resize the whole table, use the resizing handles along the outside edges of the table.

### Format the Table

- To format the table, use the **Table Tools Design Tab**. These tools are described in the appropriate document on the [PowerPoint 2013 Training Web Page](#).
- To make changes to the layout of the table, click the **Table Tools Layout Tab**. These tools are described in the appropriate document on the [PowerPoint 2013 Training Web Page](#).