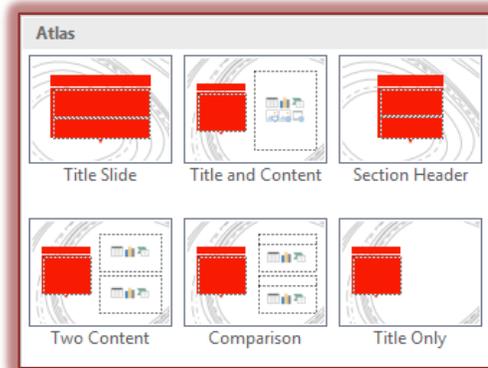
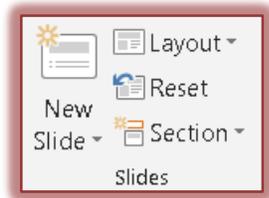


CREATE-FORMAT TABLES

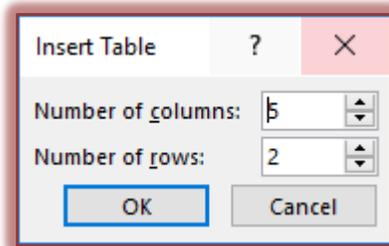
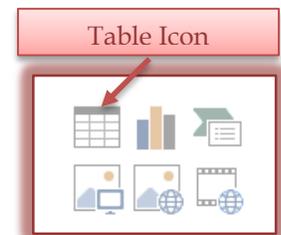
In addition to the types of slides that we learned to create earlier, it is also possible to insert a table into a slide. This is done by completing the steps below.

Insert a Table Slide

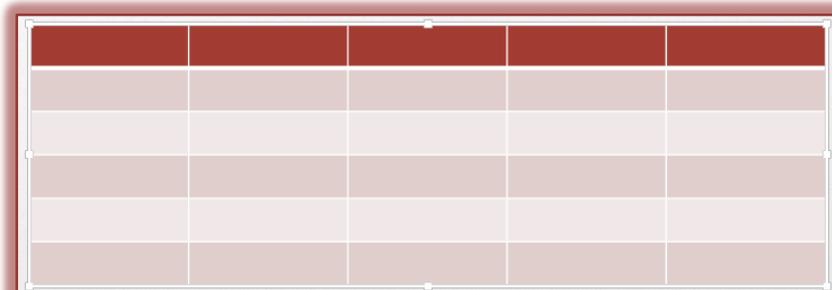
- ✦ Go to the last slide in the presentation or the slide where the table is to be inserted.
- ✦ Click the **Home Tab**.
- ✦ In the **Slides Group**, click the **New Slide** button.
- ✦ A gallery of **Slide Layouts** will appear.



- ✦ Click the **Title and Content** layout in the gallery.
- ✦ Click the **Insert Table** (first row, first column) icon.
- ✦ The **Insert Table** dialog box will appear.
 - ✦ 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 below.



- ✦ 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 2016 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 2016 Training Web Page**.