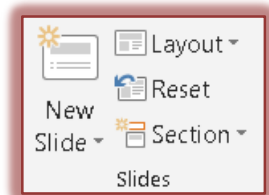


CREATE-FORMAT TABLES

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.

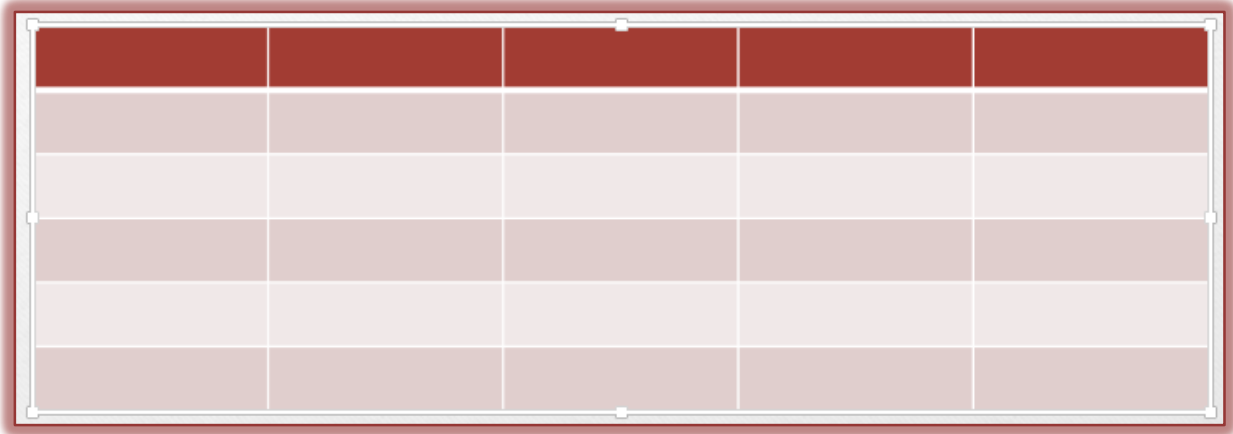
Insert a Table Slide

- ✦ 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).





The illustration shows the 'Retrospect' slide layout gallery on the left, which includes options like Title Slide, Title and Content, Section Header, Two Content, Comparison, Title Only, Blank, Content with Caption, and Picture with Caption. In the center, a slide is shown with a table and the text 'Click to add title'. On the right, the 'Insert Table' dialog box is open, showing 'Number of columns' set to 5 and 'Number of rows' set to 2. The 'Insert Table' icon in the gallery is highlighted with a red box.

- ✦ 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**.