



FastCourse Series

Chapter 2: Using Tables in Presentations



LABYRINTH
LEARNING™

Learning Objectives

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

PowerPoint Tables

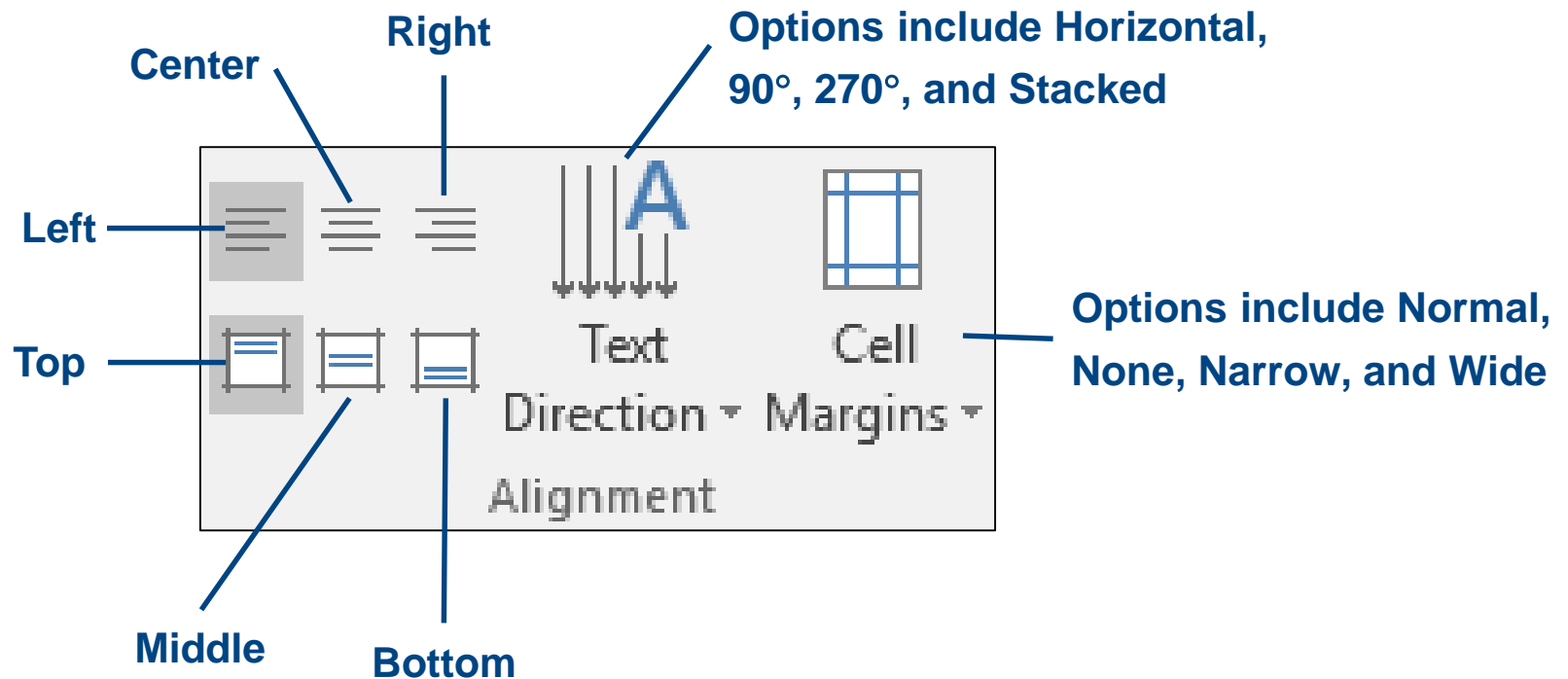
- Help organize information using rows and columns
- Make it easier to read information
- Can be formatted to match the presentation theme
- A table and its data can both be formatted

Table Cells Can Be...

- Merged and split
- Formatted with different colors and borders
- Adjusted by width and height
- Deleted by rows and columns

Aligning a Table

- Text in a cell may be aligned in various ways



Adding and Deleting Rows and Columns

- Add and remove rows/columns as needed
- Various options:

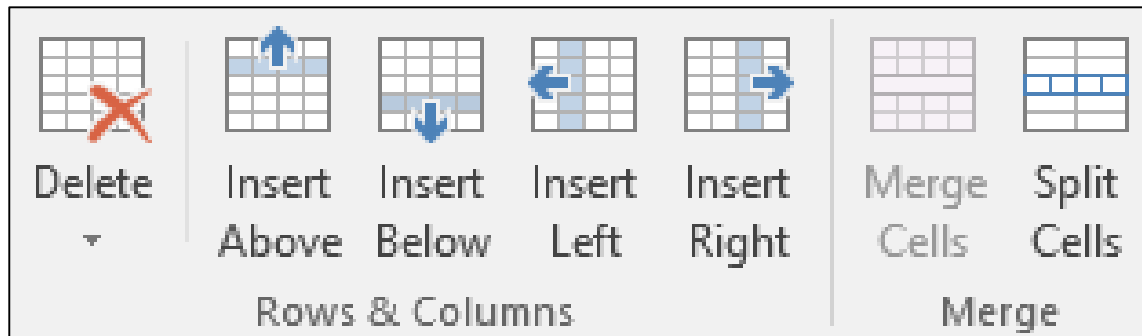


Table Styles

- Table styles enhance a table with color, borders, and special effects

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

No formatting

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

Same table with a style and options applied