POWERPOINT 2016

Using Tables in Presentations

Until now, you have been dealing mostly with bulleted text on slides. Quite often you will need to display tabular data—that is, text inside a table. In this chapter, you will work with tables. PowerPoint has tools to easily create and format tables. It also offers professionally designed, preformatted color schemes that match your document theme. A variety of custom colors can be applied to your tables, allowing you total control over the look and feel of your slides.

LEARNING OBJECTIVES

- Insert tables on slides
- Add and delete rows and columns in tables
- Format tables and cells
- Add non-text data over cells

CHAPTER TIMING

- Concepts/Develop Your Skills: 2 hrs
- Self-Assessment: 15 mins
- Total: 2 hrs 15 mins

PROJECT: CREATING TABLES IN PRESENTATIONS

The last Sunday of every month, Green Clean sponsors a family picnic complete with games and live entertainment. You feel it's a way to give back to the community and bond with staff and clients. You are responsible for creating a presentation to show during the awards ceremony, after the various picnic game competitions. You have a short time to complete these monthly presentations because you typically create them on your laptop computer during the post-game picnic dinner. You use PowerPoint tables to present the day's events and competition results.

PowerPoint Tables

Tables are useful for organizing information into rows and columns. PowerPoint has table layout features that make inserting tables into slides easy. After you insert a table, you can use various manual and automatic commands to format it, change column and row sizes, and make other adjustments.

This three-column table is formatted to match the presentation theme and lays out the day's competitions.

You can insert tables into slides with the table icon present on most slide layouts, or via the Ribbon. When you insert a new table, PowerPoint lets you specify the number of rows and columns it should contain.

☰ Insert→Tables→Table

DEVELOP YOUR SKILLS: P2-D1

In this exercise, you will create a PowerPoint table.

1. Start PowerPoint and maximize the program window.

2. Open **P2-D1-Picnic** from your **PowerPoint Chapter 2** folder and save it as **P2-D1-PicnicRevised**.

3. Select the title slide and choose **Home→Slides→New Slide**.

4. In the **Title** placeholder, type **Events**.

5. Click the **Insert Table** ▦ icon in the center of the slide.

6. Enter **2** for the number of columns and **6** for the number of rows and then click **OK**.

7. Save your presentation.

Entering Data in Tables

When you type text in a table cell, PowerPoint wraps the text to fit the cell. The cell height increases to accommodate the wrapped text. You can add text or numbers in table cells. You cannot insert pictures, clip art, other tables, SmartArt, or charts directly into a table cell. However, you can position these elements in such a way as to make it appear as though they are actually inside a table cell.

Navigating Table Cells

After inserting a new table on a slide, you will often want to enter information in each cell. Although you can click in the first cell, type your information, and then click in the next cell, type, click in the next, type, and so on, this method is not efficient because it requires you to move your hands away from the keyboard to use the mouse. Navigating table cells with the keyboard is a more efficient way to enter data initially.

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 .

DEVELOP YOUR SKILLS: P2-D2

In this exercise, you will enter data into a PowerPoint table.

1. Save the presentation as **P2-D2-PicnicRevised**.

2. Click in the first cell of the first row, if necessary, to display the insertion point and type **Team Competitions**.

3. Tap the ↓ key once to move the insertion point to the first cell in the second row and type **Egg Toss**.

4. Tap Tab to move to the next cell and type the following:
   - **Tommy & Mary** Enter
   - **Derek & Isabella** Enter
   - **Ken & D'Andre**

5. Tap Tab and type **Three-Legged Race** in the first cell of the third row.

6. Tap Tab to move to the next cell and type the following:
   - **Tommy & Talos** Enter
   - **Derek & Ken** Enter
   - **Mary & D'Andre**

7. Tap `Tab` to move to the next row, type **`Wheelbarrow Race`**, tap `Tab`, and type the names of the contestants in the next cell:

   ■ **`Isabella & Talos`** `Enter`
   ■ **`Derek & Mary`** `Enter`
   ■ **`Ken & D'Andre`**

8. Complete the bottom two rows as shown.

Water Balloon Toss	Tommy & Derek Ken & Mary Isabella & D'Andre
Piggyback Race	Mary & Isabella D'Andre & Talos Ken & Tommy

9. Save your presentation.

Resizing and Moving Tables

After you type text in a table, you may notice that the table has expanded and no longer fits on the slide, or that a small table is not centered on the slide. You can adjust the table size manually by dragging the handles (white squares) along the table border, or automatically size it to fit its contents. You can also drag the table to place it exactly where you like on the slide.

View the video "Resizing a Table."

DEVELOP YOUR SKILLS: P2-D3

In this exercise, you will resize and move the table so it fits on the slide.

1. Save the presentation as **`P2-D3-PicnicRevised`**.

2. Click anywhere inside the table so it displays its border.

3. Point at the top border of the table until your mouse pointer displays a four-headed arrow and then drag the table up and right so it is top aligned with the slide title and only the first few letters of the title are visible.

	Team Competitions	
	Egg Toss	Tommy & Mary Derek & Isabella Ken & D'Andre
EVEN	Three-Legged Race	Tommy & Talos Derek & Ken

4. Point at the left-center handle of the table border until your mouse pointer displays a double-headed white arrow and then drag right until the entire slide title is visible.
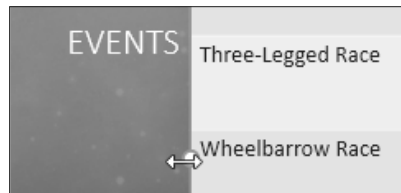
5. Save your presentation.

Aligning a Table

Although you can drag the table to any location and eyeball it, you will achieve more exact results with the Align option. Using the Align option lets you center the table perfectly in the middle of the slide, or align the table to any edge of the slide.

☰ Table Tools→Layout→Arrange→Align

DEVELOP YOUR SKILLS: P2-D4

In this exercise, you will position the table in the exact vertical center of the slide.

1. Save the presentation as **P2-D4-PicnicRevised**.

2. Click in any table cell and choose **Table Tools→Layout→Arrange→Align→ Align Middle**.

3. Choose **Table Tools→Layout→Arrange→Align→Align Center**.

4. Tap Ctrl + Z to undo the last alignment.

5. Save your presentation.

Formatting Data in Cells

Table cells and their contents can be formatted in one of two ways—character formatting or cell formatting. Character formatting applies only to the selected text, whereas cell formatting applies to all text in the cell and any future text that is typed in the cell.

Character formatting is helpful when you wish to emphasize a single word or phrase. Cell formatting is helpful when you want all the text in a cell to look the same. In the following figure, character formatting was applied to the word *Winners*, so only that word was affected. (A larger font size was applied.) Additionally, cell formatting was applied to color all text white, including any new text typed in the cell.

The word *Winners* is emphasized with character formatting.

Aligning and Formatting Cell Entries

Alignment is one form of cell formatting. You can align the contents of cells horizontally (side to side) and vertically (top to bottom). You can also add background color, textures, or pictures to tables or cells.

View the video "Selecting Table Cells."

DEVELOP YOUR SKILLS: P2-D5

*In this exercise, you will select cells and apply character formatting and cell formatting.*

1. Save the presentation as **P2-D5-PicnicRevised**.

2. Double-click the word *Egg* in the first cell of the second row.

3. Choose **Home→Font→Font Color menu button ▼→Standard Colors→Red**.

4. Click once to the right of the word *Toss* in the same cell, tap [Spacebar], and type **Contest**.

5. Tap [Backspace] repeatedly until the word *Contest* and the space to its left are deleted.

6. Click anywhere outside the table so the table is deselected and its border no longer displays.

7. Follow these steps to format the cell:

Ⓐ Point at the bottom-left corner of the *Egg Toss* cell until your mouse pointer becomes a thick diagonal arrow and then click.

Ⓑ Click the **Font Color menu** button ▼ on the Mini toolbar.

Ⓒ Choose the third themed color, **Dark Blue, Background 2**.

Ⓓ Tap [Esc] so the Mini toolbar disappears.

8. Click to the right of the word *Toss* in the same cell, tap [Spacebar], and type **Contest**.

9. Tap [Backspace] repeatedly until the word *Contest* is deleted.

10. Point at the left of the *Egg Toss* row until your mouse pointer turns into a thick right arrow.

11. Drag down to the *Piggyback Race* row and then release the mouse button.

12. Choose **Home→Font→Font Color menu button ▼→ Standard Colors→Dark Blue**.

13. Click anywhere outside the table to deselect the highlighted rows.
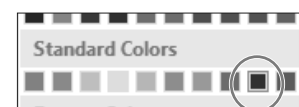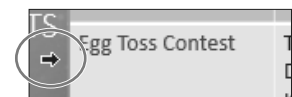
14. Point at the *Egg Toss* cell and then drag straight down to the *Piggyback Race* cell, selecting five cells in the first column.
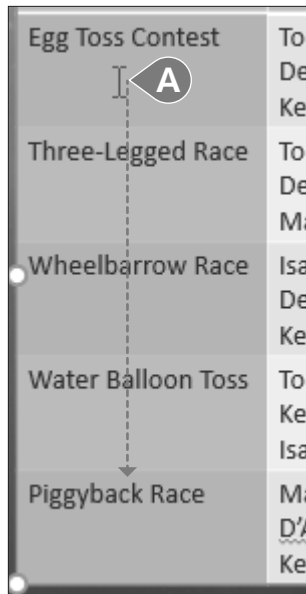
15. Choose **Table Tools→Layout→Alignment→Align Right** ▤.

16. Choose **Table Tools→Layout→Alignment→Center Vertically** ▤.

17. Choose **Table Tools→Layout→Alignment→Align Bottom** ▤.

18. Choose **Table Tools→Layout→Alignment→Align Top** ▤.

19. Click anywhere outside the table to deselect the highlighted cells.

20. Save your presentation.

Adjusting Column Widths and Row Heights

Depending on your presentation design and your personal preference, you may want to reduce the extra space in a column or row by reducing the column width or row height. At other times, you may want to expand the width or height to create breathing room between cells. Another option is to set all columns to the same width or all rows to the same height. These adjustments can be made manually or automatically.

Unequal column widths and row heights make the table unbalanced.

Team Competitions	
Egg Toss Contest	Tommy & Mary Derek & Isabella Ken & D'Andre
Three-Legged Race	Tommy & Talos Derek & Ken Mary & D'Andre
Wheelbarrow Race	Isabella & Talos Derek & Mary Ken & D'Andre

Equal column widths and row heights create a more pleasing table.

≡ Table Tools→Layout→Cell Size→Distribute Columns

≡ Table Tools→Layout→Cell Size→Distribute Row

DEVELOP YOUR SKILLS: P2-D6

In this exercise, you will change column widths automatically and manually.

1. Save the presentation as **P2-D6-PicnicRevised**.

2. Point at the column border between the two columns until your mouse pointer turns into a double-headed arrow.

3. Double-click to resize the left column.

4. Click outside the table to deselect it.

5. Point at the right border of the table until the same double-headed arrow appears and then double-click to try to adjust the size of the last column.
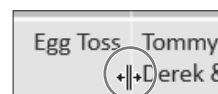
6. Point at the right border of the table until the same double-headed arrow appears and then drag left about half the width of the column to adjust its size.

7. Point at the top of the left column until the mouse pointer becomes a thick down arrow and then drag to the right to select both columns.

8. Choose **Table Tools→Layout→Cell Size→Distribute Columns** ⊞.

9. Choose **Table Tools→Layout→Arrange→Align menu button ▼→Align Center** to center the table horizontally on the slide.

10. Click anywhere outside the table to deselect the highlighted cells.

11. Save your presentation.

Adding and Deleting Rows and Columns

Adding rows to the bottom of a table is as simple as selecting the final cell and tapping the ⌷Tab⌷ key, but quite often you will want to add rows in the middle or top of the table or to add more columns. This is easily done from the Ribbon. You can also insert multiple rows and columns quickly.

Deleting Cells or Content

Deleting a row or column also deletes the content. A common mistake users make is to select a row or column and tap ⌷Delete⌷. Although that deletes the content inside the cells, it leaves the cells themselves.

≡ Table Tools→Layout→Rows & Columns→Insert Above, Below, Left, *or* Right

≡ Table Tools→Layout→Rows & Columns→Delete

DEVELOP YOUR SKILLS: P2-D7

In this exercise, you will delete a row and add a column.

1. Save the presentation as **P2-D7-PicnicRevised**.

2. Click once in the *Water Balloon Toss* cell.

3. Press ⌷Shift⌷, click in the bottom-right cell, and then release ⌷Shift⌷.

4. Choose **Table Tools→Layout→Rows & Columns→Insert Below**.

5. Click once in the *Piggyback Race* cell.

6. Press ⌷Shift⌷, click in the bottom-right cell, and then release ⌷Shift⌷.

7. Tap ⌷Delete⌷.

8. Tap ⌷Ctrl⌷+⌷z⌷ to undo the deletion.

9. Choose **Table Tools→Layout→Rows & Columns→Delete menu button ▼→Delete Rows**.

10. Click once in the *Egg Toss* cell.

11. Choose **Table Tools→Layout→Rows & Columns→Insert Left**.

12. Drag the right circular sizing handle to the right until the table stretches almost to the right edge of the slide.

13. Choose **Table Tools→Layout→Cell Size→Distribute Columns** ⊞ so that all three columns are equally sized.

14. Save your presentation.

Adding Non-Text Data to Cells

Only text typed at the keyboard can truly reside inside a table cell. If you attempt to insert a picture, chart, or another object in a cell, it will simply sit on top of the table as an independent object. If you then move the table, the overlapping object will not move with the table. If you resize a column or row, it will have no effect on the overlapping object. However, you can make it appear as though the object were inside the table cell by resizing and carefully positioning the object over the cell.

An object placed in a table cell actually sits on top of the table as an independent object (left). A reduced and repositioned object appears as if it were truly inside a cell (right).

DEVELOP YOUR SKILLS: P2-D8

In this exercise, you will add pictures and make them appear as though they are in the cells.

1. Save the presentation as **P2-D8-PicnicRevised**.

2. Choose **Insert→Images→Online Pictures**.

3. Type **broken egg** in the search box and tap Enter.

4. Select a picture image and click **Insert**.

5. Follow these steps to move and scale the picture:
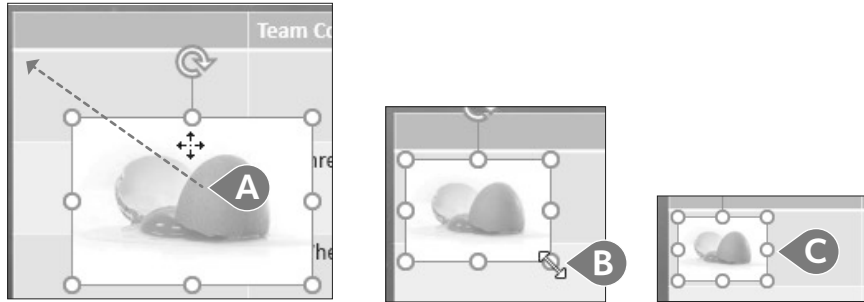
Ⓐ Point at the middle of the picture (not at a handle) and drag with the four-headed arrow to the top-left cell.

Ⓑ Drag the bottom-right sizing handle until the picture fits in the cell.

Ⓒ Adjust the size and location of the picture to the vertical center of the cell.

6. Repeat steps 2–5 with the search term **belt** and position the picture to the left of the *Three-Legged Race* cell.

7. Repeat steps 2–5 with the search term **wheelbarrow** and position the picture to the left of the *Wheelbarrow Race* cell.

8. Repeat steps 2–5 with the search term **balloon** and position the picture to the left of the *Water Balloon Toss* cell.
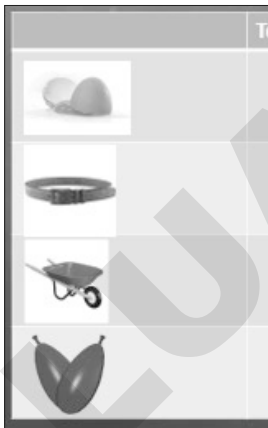
9. Point at the right border of the first column until your mouse pointer turns into a double-headed arrow and then drag the border to the left so the first column is as narrow as possible without cutting off the images.
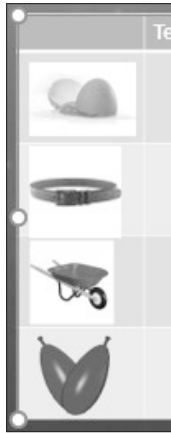
10. Point at the right border of the middle column until your mouse pointer turns into a double-headed arrow and then double-click to automatically size the middle column.

11. Point at the right border of the last column until your mouse pointer turns into a double-headed arrow and then drag to resize the last column to fit its contents.

12. Save your presentation.

Merging and Splitting Cells

Merging cells is the process of selecting multiple cells and combining them into one single larger cell that spans multiple rows or columns. Splitting cells is the opposite—cutting a single cell into several smaller cells.

Cells are often merged across the top row of a table to create a single long row that acts as a label for the table. It's easier to format the label text because it can be centered over the entire table rather than just in a single cell.

Team Competitions	
	Egg Toss Tommy & Mary Derek & Isabella Ken & D'Andre

The top row contains three distinct cells. Although *Team Competitions* **is centered in its cell, it is not centered over the entire table.**

Team Competitions
Egg Toss Tommy & Mary Derek & Isabella Ken & D'Andre

With the cells across the top row merged, *Team Competitions* **can be centered over the entire table.**

☰ Table Tools→Layout→Merge→Merge Cells

☰ Table Tools→Layout→Merge→Split Cells

DEVELOP YOUR SKILLS: P2-D9

In this exercise, you will merge cells and finalize the cell alignment.

1. Save the presentation as **P2-D9-PicnicRevised**.

2. Click once in the top-left empty cell.

3. Press ⎡Shift⎤, click once in the top-right empty cell, and then release ⎡Shift⎤.

4. Choose **Table Tools→Layout→Merge→Merge Cells**.

5. Choose **Table Tools→Layout→Alignment→Center** ▤.

6. Point at the *Egg Toss* cell and then drag down to the *Water Balloon Toss* cell.

7. Choose **Table Tools→Layout→Alignment→Center** ▤.

8. Click the picture of the broken egg and then ⎡Shift⎤+click each of the remaining pictures so that all four are selected.

9. Choose **Picture Tools→Format→Arrange→Align menu button ▼→Align Center**.

10. Click anywhere outside the table to deselect the pictures.

11. Save your presentation.

Customizing Tables

The contextual Design and Layout tabs on the Ribbon provide many commands with which to customize the appearance of tables and cells. You can apply borders and shading to cells in the table; change the alignment of text; add rows or columns; apply shadows, bevels, and other visual effects; and make many other adjustments.

Table Styles

You can use table styles to quickly apply colors, shading, background patterns, bevels, and other special effects to tables and table cells. PowerPoint offers professionally created color schemes to complement your document theme, taking much of the guesswork out of applying color.

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

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

You can choose from several preset color schemes, which are organized in Light, Medium, Dark, and Best Match for Document categories. Additionally, table styles can be customized by designating certain rows or columns to receive a slightly different color. For example, the top row of a table may be a different color than the rest of the cells to emphasize the table's title. You can also add background colors, background pictures, gradients, textures, bevels, and shadows to tables. The previous figures compare a simple table before and after table styles were applied.
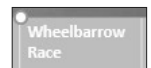
DEVELOP YOUR SKILLS: P2-D10

In this exercise, you will create a new table and apply a table style to it.

1. Save the presentation as **P2-D10-PicnicRevised**.

2. If necessary, select the **Events** slide and then choose **Home→Slides→New Slide**.

3. Type **Totals** as the slide title.

4. Click the **Insert Table** icon in the center of the slide.

5. Enter **6** for the number of columns and **8** for the number of rows; click **OK**.

6. Using Tab to navigate the cells, enter this table data:

	Egg Toss	Three-Legged Race	Wheelbarrow Race	Water Balloon Toss	Total
Tommy	5	5	0	5	15
Talos	0	5	5	0	10
Ken	1	3	1	3	8
Mary	5	1	3	3	12
D'Andre	1	1	1	1	4
Isabella	3	0	5	1	9
Derek	3	3	3	5	14

7. Point at the border of the table until your mouse pointer becomes a four-headed arrow and then click once to select the entire table.

8. Choose **Home→Font→Font Size menu button ▼→16**.

9. Point at the right border of the *Wheelbarrow Race* column until your mouse pointer becomes a double-headed arrow and then drag slightly to the right to manually fit the column.

10. Continue to resize the other columns until your table resembles this figure.

11. Choose **Table Tools→Layout→Arrange→Align menu button ▼→Align Center**.

12. Click once in any cell and then choose **Table Tools→Design→Table Styles→ More menu button ▼**.

13. Point at any of the table styles in the Table Styles gallery to see a Live Preview of the style on your slide.

14. Tap ⌈Esc⌉ to close the Table Styles gallery without applying a style.

15. Follow these steps to preview table styles:

Ⓐ Point at any Table Styles thumbnail to preview the style on your slide.

Ⓑ Click the scroll-down button to load the next row of table styles in the Ribbon.

Ⓒ Point at several more table styles to preview them on your slide.

Ⓓ Continue to use the scroll-down button to load more styles into the Ribbon and point at the thumbnails to preview them.

16. Follow these steps to apply a table style:

Ⓐ Click the scroll buttons to show more styles.

Ⓑ Point at thumbnails until you find **Dark Style 1 – Accent 6**; then click it to apply it.

17. Save and close the file. Exit PowerPoint.

Self-Assessment

Check your knowledge of this chapter's key concepts and skills by completing the Self-Assessment. The answers to these questions can be found at the back of this book.

1. You cannot add or delete rows or columns after you first create a table.   *True   False*

2. The Table Styles in PowerPoint offer professionally created color schemes to complement the document theme.   *True   False*

3. When your text reaches the right edge of a table cell, you must tap Enter to move to a new line or your cell will widen and push the right edge of the table off the slide.   *True   False*

4. You can navigate table cells by using the Spacebar, Tab, or arrow keys.   *True   False*

5. Changing the column width by dragging its border also changes the overall width of the table.   *True   False*

6. New rows are always added under the currently selected cell.   *True   False*

7. New rows may be added to the left or right of the currently selected cell.   *True   False*

8. Pictures, SmartArt graphics, and charts may reside inside the table cells just like text.   *True   False*

9. Table row background colors can be automatically alternated.   *True   False*

10. Text can be aligned both horizontally and vertically within a cell.   *True   False*

11. What's the quickest way to move the insertion point from its current location (top-left cell) to the bottom-left cell?

	M	T	W	Th	F
8:00					
9:00					
10:00					
11:00					
12:00					

    A. Tap Tab repeatedly.

    B. Tap Shift repeatedly.

    C. Tap Spacebar repeatedly.

    D. Tap ↓ repeatedly.

12. PowerPoint offers many table formatting commands on the Ribbon. Which one of the following is NOT possible with PowerPoint Ribbon commands?

    A. Center a table both horizontally and vertically on a slide.

    B. Expand a table to fill the entire slide.

    C. Make all columns equal widths.

    D. Make all rows equal heights.

13. Which is NOT an option when customizing a table in PowerPoint?

    A. Insert an online picture into a table cell.

    B. Apply borders and shading.

    C. Change the text alignment in table cells.

    D. Add visual effects such as shadows and bevels.

14. You are editing a presentation someone else created. When moving a table on a slide, the clip art images in the cells don't move with the table. What did the original creator of the presentation do wrong?

    A. They failed to insert the clip art images into the table cells.

    B. They failed to link the clip art images to the table.

    C. They failed to pin the images to cell borders.

    D. Nothing. Clip art images cannot be placed inside table cells but must be floated above the table cells as independent objects.