



## Chapter 6: 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

# Tables

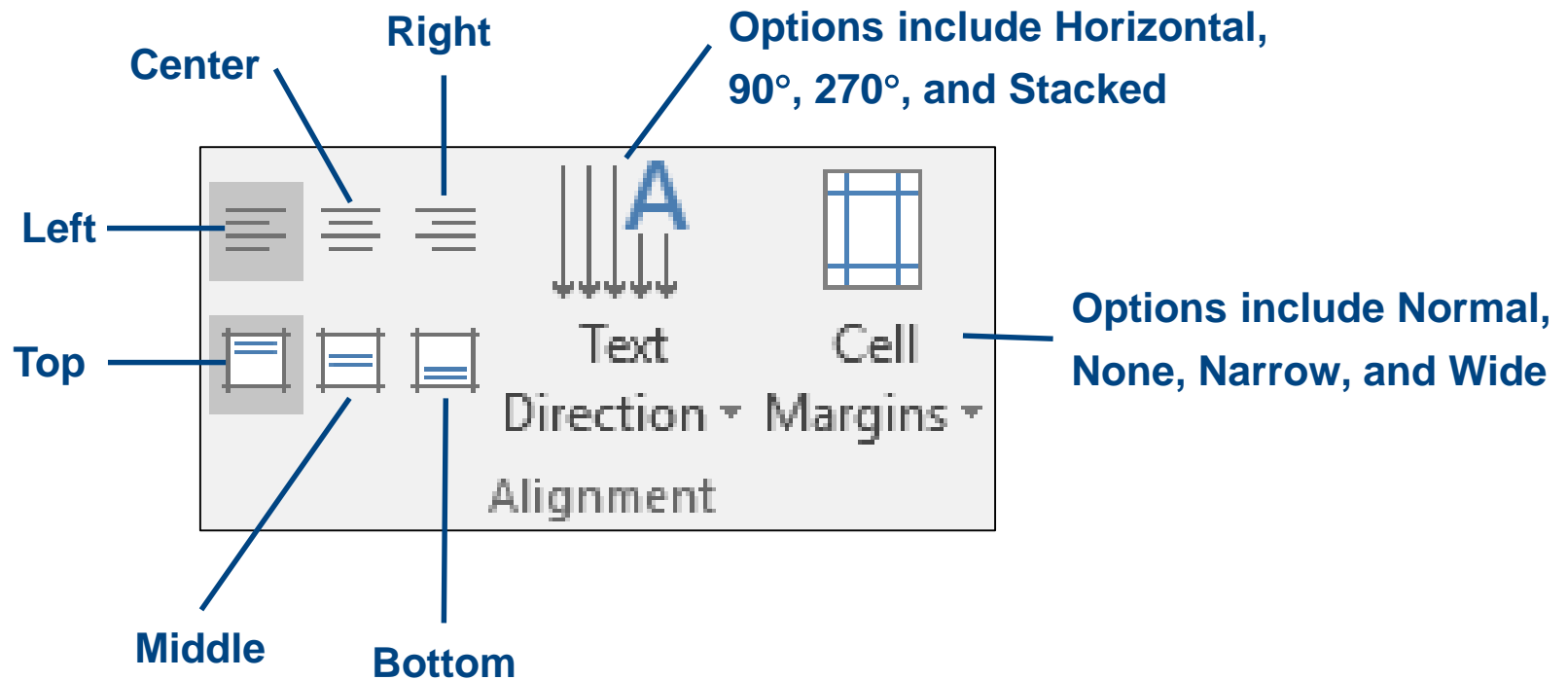
- Help organize information using rows and columns
- Make it easier to read information
- Can be formatted to match the presentation theme
- A table and its data can both be formatted

# Table Cells Can Be...

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

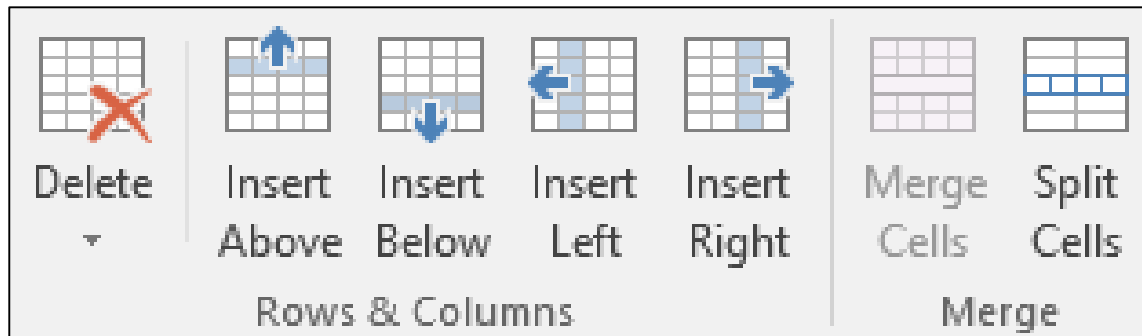
# Table Alignment

- Text in a cell may be aligned in various ways



# Adding and Removing Rows

- 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 <sup>st</sup> place	Tommy	Mary	Derek
2 <sup>nd</sup> place	Isabella	Ken	Jenna
3 <sup>rd</sup> place	Nicole	Amy	Brian

No formatting

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

Same table with a style and options applied

# Table Style Options

## ■ At Table Tools → Design

<input checked="" type="checkbox"/> Header Row	<input type="checkbox"/> First Column
<input type="checkbox"/> Total Row	<input type="checkbox"/> Last Column
<input checked="" type="checkbox"/> Banded Rows	<input type="checkbox"/> Banded Columns
Table Style Options	

Add alternating colors to table rows or columns