

6

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 and 3-D effects 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

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.

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

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: P6-D1

In this exercise, you will create a PowerPoint table.

1. Start PowerPoint and maximize the program window.
2. Open **P6-D1-Picnic** from your **PowerPoint Chapter 6** folder and save it as **P6-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.

The Insert Table dialog box appears.

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

PowerPoint creates a table with two columns and six rows on the slide. The table is already formatted with the color scheme of the document theme. You will enter data in the table in the next exercise.

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: P6-D2

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

1. Save the presentation as **P6-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

The table extends off the bottom of the slide because there is so much text. You will fix that later.

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.”

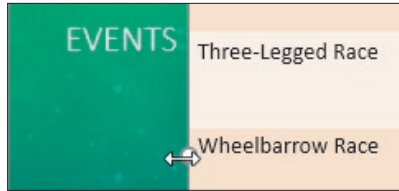
DEVELOP YOUR SKILLS: P6-D3

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

1. Save the presentation as **P6-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.

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

- 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.



- 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: P6-D4

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

- Save the presentation as **P6-D4-PicnicRevised**.
- Click in any table cell and choose **Table Tools→Layout→Arrange→Align→Align Middle**.
Align to Slide is selected by default, so the table becomes centered vertically (top to bottom) on the slide.
- Choose **Table Tools→Layout→Arrange→Align→Align Center**.
The table becomes centered horizontally (side to side) but now overlaps the slide title.
- Tap **Ctrl+Z** to undo the last alignment.
- 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.

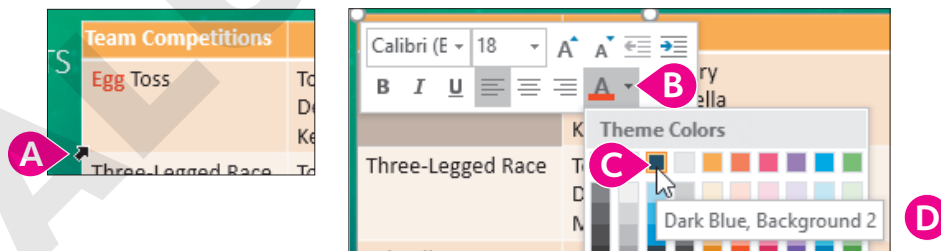


View the video “Selecting Table Cells.”

DEVELOP YOUR SKILLS: P6-D5

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

1. Save the presentation as **P6-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**.
Only the selected word turns red.
4. Click once to the right of the word *Toss* in the same cell, tap **[Spacebar]**, and type **Contest**.
The word Contest is not red because character formatting is applied only to the previously selected text.
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:



- A Point at the bottom-left corner of the *Egg Toss* cell until your mouse pointer becomes a thick diagonal arrow and then click.
- B Click the **Font Color** menu button ▼ on the Mini toolbar.
- C Choose the third themed color, **Dark Blue, Background 2**.
- D Tap **[Esc]** so the Mini toolbar disappears.

All text in the cell turns dark blue.

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

The word Contest is automatically dark blue because cell formatting has been applied to the cell.

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.

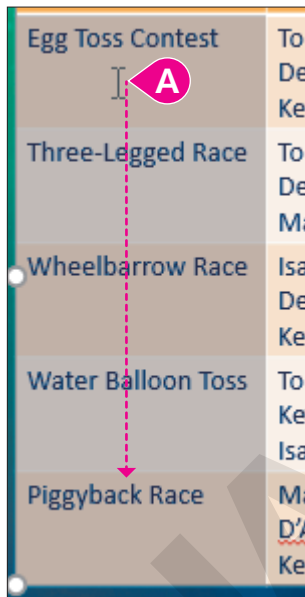


All but the top row, Team Competitions, becomes selected.

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** .
- The text in all five cells shifts to the right vertical centers of their cells.*
17. Choose **Table Tools**→**Layout**→**Alignment**→**Align Bottom** .
- The text in all five cells shifts to the bottoms of their cells.*
18. Choose **Table Tools**→**Layout**→**Alignment**→**Align Top** .

Table cell content across a row is easier to read when cell content is top aligned.

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.

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

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: P6-D6

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

1. Save the presentation as **P6-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.

The column to the left of the border you double-clicked automatically resizes to the width of its longest contents.

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.



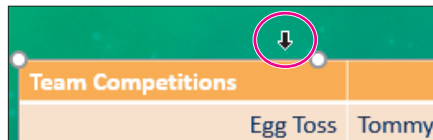
The right-most column cannot be resized with this method.


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.

The right-most column can be resized by dragging but not by double-clicking.

Equalize Column Widths

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** .

The column widths are made equal.

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: P6-D7

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

1. Save the presentation as **P6-D7-PicnicRevised**.
2. Click once in the *Water Balloon Toss* cell.
3. Press **[Shift]**, click in the bottom-right cell, and then release **[Shift]**.
The bottom two rows become selected.
4. Choose **Table Tools→Layout→Rows & Columns→Insert Below**.

Because you selected two rows initially, two additional rows are inserted below your selection. As it happens, you don't need the bottom three rows at all. You will delete them in the next few steps.


Delete Rows

The Piggyback Race was canceled, so its table row must be deleted.

5. Click once in the *Piggyback Race* cell.
6. Press **[Shift]**, click in the bottom-right cell, and then release **[Shift]**.
The bottom three rows become selected.
7. Tap **[Delete]**.
The cell contents are deleted, but the cells themselves remain. You want to delete the entire rows.
8. Tap **[Ctrl]+[Z]** to undo the deletion.
The cell content reappears and the bottom three rows are still selected.
9. Choose **Table Tools→Layout→Rows & Columns→Delete menu button ▼→Delete Rows**.
The Piggyback Race row and empty rows are deleted.

Add Columns

Pictures will add some visual excitement to the slide. A column is needed to hold the images.

10. Click once in the *Egg Toss* cell.
11. Choose **Table Tools→Layout→Rows & Columns→Insert Left**.
A new column is inserted to the left of the cell in which you clicked. Some cells in the last column may wrap to four lines.
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.

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

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.

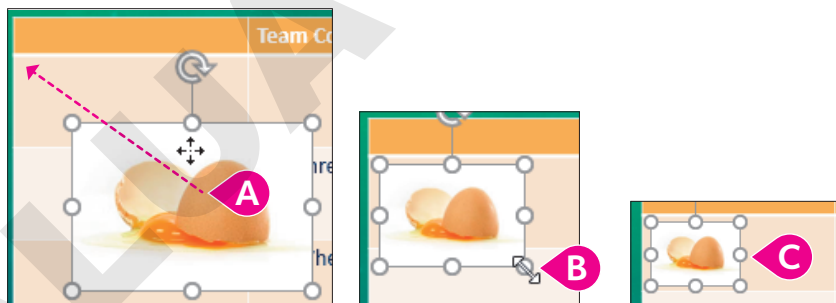


An object placed in a table cell actually sits on top of the table as an independent object (left). A reduced and repositioned object appears as if it were truly inside a cell (right).

DEVELOP YOUR SKILLS: P6-D8

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

1. Save the presentation as **P6-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:



- A Point at the middle of the picture (not at a handle) and drag with the four-headed arrow to the top-left cell.
- B Drag the bottom-right sizing handle until the picture fits in the cell.
- C Adjust the size and location of the picture to the vertical center of the cell.

Tip!

The arrow (**↑**, **↓**, etc.) keys are useful for adjusting the location of pictures. To make small adjustments, press the **Ctrl** key as you tap an arrow key.

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

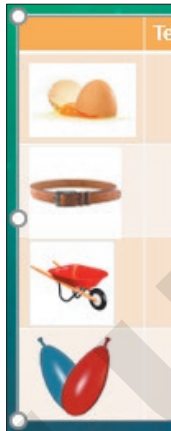
7. Repeat steps 2–5 with the search term **wheelbarrow** and position the picture to the left of the *Wheelbarrow Race* cell.
8. Repeat steps 2–5 with the search term **balloon** and position the picture to the left of the *Water Balloon Toss* cell.

Your table should resemble the following figure.



Adjust Column Widths

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.

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

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: P6-D9

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

1. Save the presentation as **P6-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]**.
All cells in the top row are selected.
4. Choose **Table Tools→Layout→Merge→Merge Cells**.
The cells in the top row are merged into a single long cell. The text in this cell would look better if it were centered over the table.
5. Choose **Table Tools→Layout→Alignment→Center** .
6. Point at the *Egg Toss* cell and then drag down to the *Water Balloon Toss* cell.
Four cells down the middle column become selected.
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**.
The pictures are center aligned to one another and the slide feels better balanced.



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
1 st place	Tommy	Mary	Derek
2 nd place	Isabella	Ken	Jenna
3 rd place	Nicole	Amy	Brian

Table with no formatting applied


	Sack Race	100-Yard Dash	Archery
1 st place	Tommy	Mary	Derek
2 nd place	Isabella	Ken	Jenna
3 rd 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: P6-D10

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

1. Save the presentation as **P6-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.

The Insert Table dialog box appears.

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

PowerPoint creates a table with six columns and eight rows on the slide. The table is already formatted with the color scheme of the document theme.

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

Some of the contest names wrap in an undesirable way. A smaller font and adjusted column widths will fix that.

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.

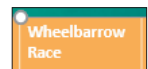
The change on the screen is very subtle. The border still displays around the table, but the insertion point in the cell disappears, indicating that the entire table has been selected.

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

The font is reduced for the entire table, but the contest names still wrap. You will adjust the column widths to fix that.

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.

You may have to drag, release the mouse button, drag, and release the mouse button several times to get it just right.



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

	Egg Toss	Three-Legged Race	Wheelbarrow Race	Water Balloon Toss	Total
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The table has been resized and may no longer be centered on the slide.

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 ▼.

The Table Styles gallery opens but covers your table.

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

Your table changes as you point at different styles, but your table is partially hidden behind the Table Styles gallery.

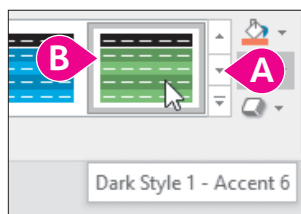
14. Tap **Esc** to close the Table Styles gallery without applying a style.

15. Follow these steps to preview table styles:



- A** Point at any Table Styles thumbnail to preview the style on your slide.
- B** Click the scroll-down button to load the next row of table styles in the Ribbon.
- C** Point at several more table styles to preview them on your slide.
- D** 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:



- A** Click the scroll buttons to show more styles.
- B** Point at thumbnails until you find **Dark Style 1 – Accent 6**; then click it to apply it.

PowerPoint applies your selection to the entire table.

17. Save your presentation.

Modifying Table Styles

You are not stuck with the basic formatting applied by a table style. You can modify the table after applying a style to include additional shading or add backgrounds to the table cells.

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

	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


The Table Style Options command group applied additional shading to specific rows or columns (left). The Header Row option applied a different color to the top row, the Banded Rows option applied different colors to alternating rows, and the First Column and Last Column options bolded the text in those columns (right).

TABLE STYLE OPTIONS



Option	Where Additional Shading or Bolding Is Applied
Header Row	Top row
Total Row	Bottom row
Banded Rows	Row colors alternate, with odd rows one shade and even rows a different shade
First Column	Left column
Last Column	Right column
Banded Columns	Column colors alternate, with odd rows one shade and even rows a different shade

DEVELOP YOUR SKILLS: P6-D11

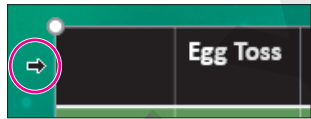
In this exercise, you will customize your table's style. A 3-D bevel effect will make your data "pop."

1. Save the presentation as **P6-D11-PicnicRevised**.
2. Point at the left of the top row until your mouse pointer becomes a thick right arrow and then click to select the entire top row.
3. Choose **Table Tools→Layout→Alignment→Center** .

The text in the top row becomes center aligned.

4. Point to the first cell in the second row, with the text *Tommy*.
5. Drag down to the last cell in the first column to select the seven cells with employee names.
6. Choose **Table Tools→Layout→Alignment→Align Right** .
7. Select all the cells in the body of the table that contain numbers.
8. Choose **Table Tools→Layout→Alignment→Center** .

Your table should resemble the following figure (yours may display white column lines if the table is selected).

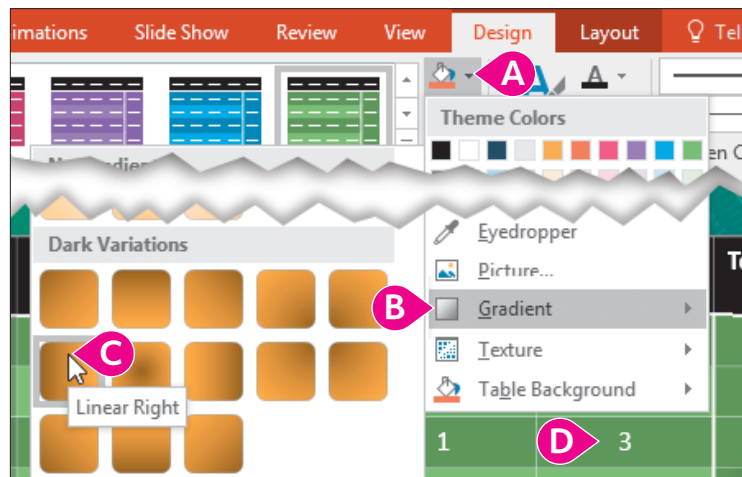


	Egg Toss	Three-Legged Race	Wheelbarrow Race	Water Balloon Toss	Total
Tommy	5	5	0	5	15
Talos	0	5	5	0	10
Ken	1	3	1	3	8
Mary	5	1	3	3	12
D'Andre	1	1	1	1	4
Isabella	3	0	5	1	9
Derek	3	3	3	5	14

Apply Custom Shading

9. Place a checkmark in the **Table Tools→Design→Table Style Options→Last Column** checkbox.
The Totals column receives darker shading.
10. Select the seven cells in the first column containing employee names.
In the next step, you will create a visual effect called a gradient fill for the table.

11. Follow these steps to apply a gradient background to the cells:



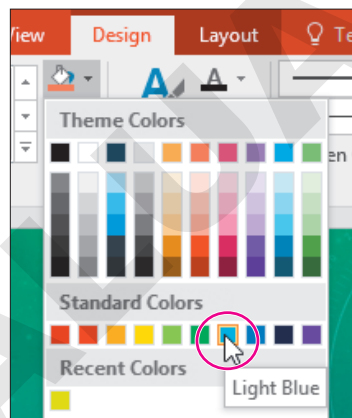
- A Choose **Table Tools**→**Design**→**Table Styles**→**Shading** menu button ▼.
- B Point at the Gradient option to display the gallery.
- C Select **Dark Variations**→**Linear Right**.
- D Click in any cell to deselect the current selection.

The employee name cells receive a gradient background.

Apply Custom Background Colors

You will color the Total cells to indicate first place, second place, and third place.

- 12. Click Tommy's **Total** cell, the last cell in the second row, once.
- 13. Choose **Table Tools**→**Design**→**Table Styles**→**Shading** menu button ▼→**Standard Colors**→**Light Blue**.

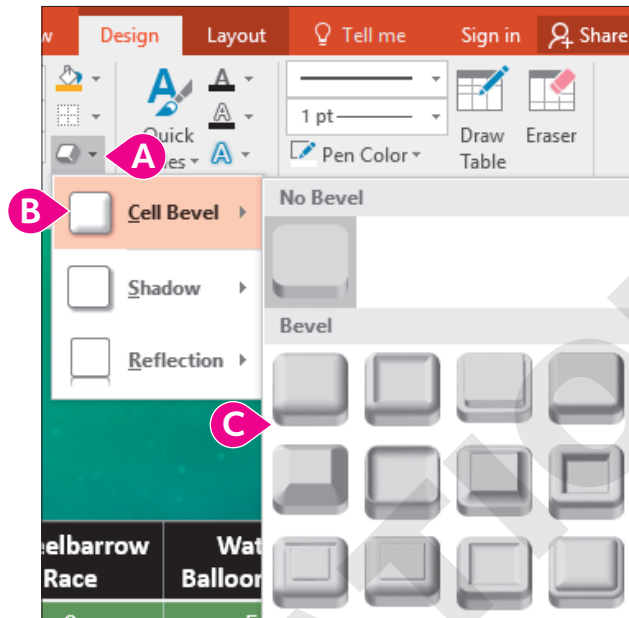


14. Click Derek's **Total** cell, with a score of 14.
15. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button** ▼→**Standard Colors**→**Red**.
16. Click Mary's **Total** cell, with a score of 12, and apply a cell color of orange.



Apply 3-D Bevels

17. Point at the table border until your mouse pointer becomes a four-headed arrow and then click to select the entire table.
18. Follow these steps to apply a 3-D bevel to the table cells:



- A Choose **Table Tools**→**Design**→**Table Styles**→**Effects menu button** ▼.
- B Point at Cell Bevel.
- C Point at the thumbnails of the different effects to see a Live Preview on your table. Finally, click one of your choices to apply it.

The effect is applied to all cells. However, it is barely noticeable along the top row because the row is black and the bevel shading cannot be seen as easily.

19. Select all cells in the top row.

20. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button ▼**→**Theme Colors**→**Gold Accent 1**.

The 3-D bevel on the top row is now more visible.

	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

21. Save and close the file. Exit PowerPoint.

Self-Assessment



Check your knowledge of this chapter's key concepts and skills using the Self-Assessment in your ebook or eLab course.




Reinforce Your Skills

REINFORCE YOUR SKILLS: P6-R1














Create a Diversity Festival Schedule

In this exercise, you will add a table to a slide to display a schedule for the Kids for Change Diversity Festival's Entertainment Stage so visitors to the Welcome Center can view the schedule of events. You will then add data and resize and position the table. Finally, you will format cell content and adjust column widths and row heights to accommodate the content.

1. Start PowerPoint; create a new, blank presentation; and save it in your **PowerPoint Chapter 6** folder as **P6-R1-Schedule**.
2. Type **Kids for Change** for the title and **Diversity Festival** for the subtitle.
3. Choose **Design**→**Themes**→**Integral**.
4. Choose **Design**→**Customize**→**Slide Size** menu button ▼→**Standard (4:3)** and then click **Ensure Fit**.
5. Choose **Home**→**Slides**→**New Slide**.
6. Type **Entertainment Schedule** as the title.
7. Click the **Insert Table**  icon in the slide placeholder.
8. Enter **5** for the number of columns and **3** for the number of rows; click **OK**.

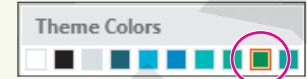
A table with five columns and three rows is inserted on the slide.

Enter Data

9. Click in the second cell in the top row and type the following:
 - **10 – 11** 
 - **11 – 12** 
 - **12 – 1** 
 - **1 – 2** 
10. Type the following to complete the second row:
 - **North Stage** 
 - **Alexander's Allstars** 
 - **Central Middle Cloggers** 
 - **Mr. Pamuk's Puppets** 
 - **The Amazing Yousef** 
11. Type the following to complete the third row:
 - **South Stage** 
 - **Butter Carving** 
 - **Native Dance** 
 - **World Music** 
 - **Animals of the World**

Format the Table

12. Point to the left-center handle on the table border until your mouse pointer displays a double-headed white arrow and then drag the table border to the left until it touches the edge of the slide.
The table is widened and no longer centered on the slide. You will fix that at the end of this exercise.
13. Point to the **North Stage** cell and drag down to the **South Stage** cell to select both cells.
14. Choose **Home**→**Font**→**Font Color** menu button ▼→
Theme Colors→**Dark Green, Accent 5**.
15. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right**.
16. Point to the *10 - 11* cell and drag down to the *Animals of the World* cell to select 12 cells.
17. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
18. Point to the border to the right of the first column until your mouse pointer displays a double-headed black arrow and then double-click to automatically size the first column.
19. Choose **Table Tools**→**Layout**→**Arrange**→**Align** menu button ▼→**Align Center**.
The table is centered on the slide.
20. Save and close the file. Exit PowerPoint.

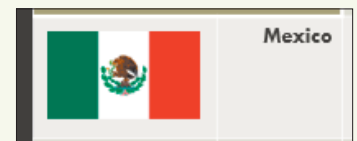


REINFORCE YOUR SKILLS: P6-R2

Add Pictures to the Diversity Festival Table

In this exercise, you will add images to a table for the Kids for Change Diversity Festival schedule presentation. You will also format a table to add visual appeal.

1. Start PowerPoint, open **P6-R2-Demonstrations** from your **PowerPoint Chapter 6** folder, and save it as **P6-R2-DemonstrationsRevised**.
2. Choose slide 3 and choose **Insert**→**Images**→**Online Pictures**.
3. Type **Mexico Flag** in the search box and tap **Enter**.
4. Select a picture of the Mexican flag and click **Insert**.
5. Drag any of the corner handles on the flag to reduce its size and then drag the flag to the cell to the left of *Mexico*.
*Remember that you can use the arrow keys, with or without the **Ctrl** key, to nudge the picture into place.*
6. Repeat steps 2–5, searching for **Cameroon Flag** to place a flag in the cell to the left of *Cameroon*.
7. Repeat steps 2–5, searching for **India Flag** to place a flag in the cell to the left of *India*.
Each country is represented by a flag.

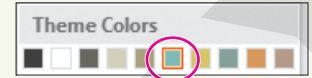


Merge Cells

8. Point to the cell containing the text *Demonstrations* and then drag to the top-right cell to select the last three cells in the top row.
9. Choose **Table Tools**→**Layout**→**Merge**→**Merge Cells**.
10. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
The top cell now spans the width of the table and its text is centered.

Format a Table

11. Choose **Table Tools**→**Design**→**Table Styles**→**More menu button ▼**→**Medium**→**Medium Style 3, Accent 2**.
12. Point to the right of the second row until the mouse pointer displays a left-pointing black arrow and then click to select all cells across the second row.
13. Choose **Table Tools**→**Design**→**Table Styles**→**Shading menu button ▼**→**Theme Colors**→**Aqua, Accent 2**.
14. Point to the table border until the mouse pointer displays a four-headed arrow and then click to select the entire table.
15. Choose **Table Tools**→**Design**→**Table Styles**→**Effects menu button ▼**→**Cell Bevel menu button ▼**→**Bevel**→**Divot**.
16. Place a checkmark in the **Table Tools**→**Design**→**Table Style Options**→**First Column** checkbox.
17. Save and close the file. Exit PowerPoint.



REINFORCE YOUR SKILLS: P6-R3

Honor Volunteers

In this exercise, you will add and format a table to display Kids for Change events and to highlight the participation of the top four volunteers.

1. Start PowerPoint, open **P6-R3-Volunteers** from your **PowerPoint Chapter 6** folder, and save it as **P6-R3-VolunteersRevised**.
2. Choose slide 2 and click the **Insert Table** icon in the slide placeholder.
3. Enter **5** for the number of columns and **10** for the number of rows; click **OK**.
A 5x10 table is inserted on the slide.

Enter Data

4. Click in the second cell in the second row and type the following:
 - Jen
 - TJ
 - Loni
 - Jo
5. Click in the first cell of the third row and type the following to complete the first column:
 - iRecycling Day
 - Toy Collection
 - Shave and a Haircut
 - Diversity Festival
 - Build-a-House
 - Bully No More
 - Adopt a Street
 - Tutoring

Align and Size Cells

6. Point to the left-center handle on the table border until your mouse pointer displays a double-headed white arrow and then drag the table border left until it touches the edge of the slide.
The table is no longer centered on the slide. You will fix that later as it is best to first resize all columns and apply formatting.
7. Point to the *iRecycling Day* cell and drag down to the *Tutoring* cell to select 8 cells.
8. Choose **Table Tools**→**Layout**→**Alignment**→**Align Right**.
9. Point to the *Jen* cell and drag right to the *Jo* cell to select 4 cells.
10. Choose **Table Tools**→**Layout**→**Alignment**→**Center**.
11. Point to the border to the right of the first column until your mouse pointer displays a double-headed black arrow and then double-click to automatically size the first column.
12. Point to the top of the second column until your mouse pointer displays a downward black arrow and then drag to the last column to select the last 4 columns.
13. Choose **Table Tools**→**Layout**→**Cell Size**→**Distribute Columns** to ensure that the last 4 columns are equally sized.
14. Choose **Table Tools**→**Layout**→**Arrange**→**Align menu button ▼**→**Align Center**.
The table is now centered on the slide.

Add Pictures over a Cell

15. Choose **Insert**→**Images**→**Online Pictures**.
16. Type **Green Check** in the search box and tap **Enter**.
17. Select a picture of a green checkmark and click **Insert**.
18. Drag any of the corner handles on the image to reduce its size and then drag it to the cell directly under *Jen*.
19. Press **Ctrl**+**C** to copy the image and then press **Ctrl**+**V** to paste the copied image.
20. Drag the copied image to the cell intersection of *Shave and a Haircut* and *Jen*.
21. Place checkmarks in the *Jen* column for *Diversity Festival* and *Tutoring*.
22. Click one check to select it and then **Shift**+click the remaining checks so they are all selected.
23. Choose **Picture Tools**→**Format**→**Arrange**→**Align menu button ▼**→**Align Center**.
All the green checks are horizontally centered to one another.
24. Place checkmarks in the following cells, centering them as in the *Jen* column.

	TJ	Loni	Jo
iRecycling Day		✓	
Toy Collection		✓	✓
Shave and a Haircut	✓		✓
Diversity Festival	✓	✓	✓
Build-a-House			
Bully No More	✓	✓	✓
Adopt a Street	✓		✓
Tutoring		✓	✓

The matrix showing which person participated in which event is complete.

Format the Table

25. Click in the top-left cell and type **Congratulations!**
26. Point to the top-left cell and then drag to the top-right cell to select all cells in the top row.
27. Choose **Table Tools→Layout→Merge→Merge Cells**.
28. Choose **Table Tools→Layout→Alignment→Center**.
29. Choose **Table Tools→Design→Table Styles→More menu button ▼→Dark→Dark Style 2, Accent 3/Accent 4**.
30. Point to the table border until the mouse pointer displays a four-headed arrow and then click to select the entire table.
31. Choose **Table Tools→Design→Table Styles→Effects menu button ▼→Cell Bevel menu button ▼→Bevel→Hard Edge**.
32. Remove the checkmark in the **Table Tools→Design→Table Style Options→Banded Rows** checkbox.
33. Save and close the presentation. Exit PowerPoint.

Apply Your Skills

APPLY YOUR SKILLS: P6-A1

Create a Maintenance Schedule

In this exercise, you will add a table to display a vehicle maintenance schedule to be used in an employee meeting for Universal Corporate Events.

1. Start PowerPoint; create a new, blank presentation; and save it in your **PowerPoint Chapter 6** folder as **P6-A1-Maintenance**.
2. Type **Universal Corporate Events** for the title and **Employee Meeting** for the subtitle.
3. Apply the **Integral** design theme.
4. Choose **Design**→**Customize**→**Slide Size menu button ▼**→**Standard (4:3)** and then click **Ensure Fit**.
5. Add a new slide and type **Vehicle Maintenance** as the title.
6. Insert a table with **5** columns and **5** rows.
7. Type the following across the first row, leaving the first cell empty:

	Oil Change	Tire Rotation	Interior Detailing	Clean and Wax
--	------------	---------------	-----------------------	------------------

8. Type the following down the first column, leaving the top cell empty:

Bus 2
Bus 4
Limo 1
Limo 5

9. Type **Yes** in the cells as shown to complete the schedule:

	Oil Change	Tire Rotation	Interior Detailing	Clean and Wax
Bus 2	Yes	Yes		Yes
Bus 4	Yes			Yes
Limo 1	Yes	Yes	Yes	Yes
Limo 5		Yes	Yes	Yes

Format the Table

10. Drag the left border of the table to widen it until it touches the left edge of the slide.
11. Right-align the text in the first column. Center-align all remaining cells.
12. Resize the first column to auto-fit its contents.
13. Ensure that the remaining columns are equally sized.
14. Center the table on the slide, horizontally and vertically.
15. Save and close the file. Exit PowerPoint.

APPLY YOUR SKILLS: P6-A2

Employee Orientation

In this exercise, you will add pictures and format a table to be used in a new-driver orientation for Universal Corporate Events.

1. Start PowerPoint, open **P6-A2-Lost** from your **PowerPoint Chapter 6** folder, and save it as **P6-A2-LostRevised**.
2. Choose slide 2 and insert the **P6-A2-Universal.jpg** picture from your **PowerPoint Chapter 6** folder.
3. Resize and move the picture so it is roughly centered in the top-left cell.
4. Merge all cells along the bottom row.
5. Center the text in the bottom cell.
6. Apply the **Dark Style 1, Accent 3** table style.
7. Apply a shadow of your choice to the table.
8. Select the bottom cell and apply a bevel of your choice.
9. Turn on the **Last Column** option so the Total column stands out.
10. Save and close the file. Exit PowerPoint.

APPLY YOUR SKILLS: P6-A3

Lead a Meeting

You are preparing for an employee meeting you will be leading. In this exercise, you will add and format a table showing an employee work schedule.

1. Start PowerPoint, open **P6-A3-Work** from your **PowerPoint Chapter 6** folder, and save it as **P6-A3-WorkRevised**.
2. Choose slide 2 and insert a table with **5** columns and **5** rows.
3. Click in the third cell in the first row and type the following:

		Setup	Event Staff	Cleanup
--	--	-------	-------------	---------

4. Type the following to complete the second column:

	ilams Awards
	Green Clean Picnic
	Raritan Fundraiser
	My Virtual Campus Orientation

5. Type the following to complete the table content:

Setup	Event Staff	Cleanup
Chelsea & Brad	LaVell & Natasha	Colonna & Feim
Colonna & Feim	Chelsea & Brad	LaVell & Natasha
LaVell & Natasha	Colonna & Feim	Chelsea & Brad
Chelsea & Brad	LaVell & Natasha	Colonna & Feim

Resize and Format a Table

6. Drag the bottom table border down until it touches the bottom edge of the slide.
7. Choose **Table Tools**→**Layout**→**Arrange**→**Align menu button ▼**→**Align Center**.
8. Right-align all text in the second column. Center-align all remaining text.
9. Drag the border under the first row up so the first row is as short as possible while displaying its text.
10. Select all but the top row and distribute the rows so they have equal heights.
11. Drag the second column's left border to the right to reduce the width of the second column so that *iJams Awards* wraps to two lines. Be sure no other text is altered.
12. Select the last three columns and distribute their widths equally.
13. Merge the first two cells in the top row.
14. Type **Event** and center the text in the cell.
15. Apply the **Dark Style 1, Accent 2** table style.
16. Apply a shadow of your choice to the table.
17. Turn off the **Banded Rows** option.

Add Pictures

18. Insert the **P6-A3-iJams.jpg** picture from your **PowerPoint Chapter 6** folder.
19. Resize the picture and position it in the cell to the left of *iJams*.
20. Now insert **P6-A3-GreenClean.jpg**, **P6-A3-RaritanClinic.jpg**, and **P6-A3-MyVirtualCampus.jpg** in their appropriate cells.
21. Center the pictures horizontally to one another.
22. Save and close the presentation. Exit PowerPoint.

Extend Your Skills

These exercises challenge you to think critically and apply your new skills. You will be evaluated on your ability to follow directions, completeness, creativity, and the use of proper grammar and mechanics. Save files to your chapter folder. Submit assignments as directed.

P6-E1 That's the Way I See It

As part of a freshman meet-and-greet activity, you need to create a table listing your favorite foods. Create a presentation (**P6-E1-Comparison**), with **Comparison** as the title and your name as the subtitle. Add a second slide titled **Food Comparison** with a 5x5 table. Merge the top row and use

Column	Content to Add
Food	List some foods you like
Photo	Find a picture to go with each food
Beverage	List a beverage to complement each food
Temperature	Indicate if the food is better served hot or cold
Preference	Rank the food, with 1 being your favorite

My Favorite Foods as the table title, centered. Complete the table as indicated.

Resize the table and rows/columns and align text for readability. Apply a table style and add shading, shadows, and/or bevels. Center the table horizontally on the slide. Reposition pictures, adjust font size, and apply picture styles as desired.

P6-E2 Be Your Own Boss

You're preparing a slide show that highlights carnivorous plants. Create a presentation (**P6-E2-Carnivorous**) with the title **Blue Jean Landscaping** and subtitle **Know Your Plants**. Apply a design theme. Add a second slide with the Blank layout and a 4x5 table with this content:

Carnivorous Plants			
Photo	Plant	Genus	Trapping Mechanism
	Pitcher Plant	Sarracenia	Pitfall
	Venus Flytrap	Dionaea	Rapid leaf movement
	Sundew	Drosera	Flypaper

Merge the top row of cells. Resize the table to fill the slide and then distribute column widths equally. Center-align all cell content. Insert the **P6-E2-Pitcher.jpg**, **P6-E2-Venus.jpg**, and **P6-E2-Sundew.jpg** pictures, resizing as needed. Drag the horizontal borders of the bottom three rows and drag each image to the left cell of its row. Distribute the row heights of the three bottom rows equally; adjust picture sizes. Apply a table style and add a bevel and shadow. Adjust font sizes and colors and add picture styles.

P6-E3 Demonstrate Proficiency

As part of its cooking classes, Stormy BBQ will display a presentation showing basic cooking tips. Create a blank presentation (**P6-E3-Conversions**). Add a title, subtitle, and design theme. Create a second slide with the Title and Content layout, an appropriate title, and any theme. Also create a 5x5 table with the data in the table below:

	1 Teaspoon	1 Tablespoon	1 Ounce	1 Cup
Teaspoons	1	3	6	48
Tablespoons	1/3	1	2	16
Ounces	1/6	1/2	1	8
Cups	1/48	1/16	1/8	1

in the cells and vertically align them to the bottom. Align the remaining text for readability. Center the table on the slide. Insert the **P6-E3-Stormy.jpg** picture into the top-left cell, resizing the picture and column widths as needed. Apply a table style, add a bevel and shadow, adjust font sizes/colors, and add picture styles.