5 Adding Tables to Slides

LESSON SKILL MATRIX

Skill	Exam Objective	Objective Number
Creating Tables	Create new tables.	3.1.1
Importing Tables from External Sources	Import a table.	3.1.4
Modifying Table Layout	Insert and delete table rows and columns.	3.1.2
Formatting Tables	Apply table styles.	3.1.3

SOFTWARE ORIENTATION

A PowerPoint Table

Tables are designed to organize data in columns and rows (see Figure 5-1).

Figure 5-1

A PowerPoint table and the table tools on the Ribbon

The Table Tools Design tab, shown above, and the Table Tools Layout tab provide tools for modifying and formatting a table. These tabs become active only when a table is selected.

CREATING TABLES

When you want to organize complex data on a slide, use a **table**. A table is a grid into which you can type text in the individual **cells** at the intersection of each **column** and **row**. A table's column and row structure makes data easy to understand. If you need to organize numerical data that may be used in calculations, you can insert an Excel worksheet on a slide and use Excel's tools to work with the data.

Inserting a Table

PowerPoint has automated the process of creating a table so that you can simply specify the number of columns and rows and then type data to achieve a professionally formatted result. PowerPoint offers several ways to insert a table. The simplest is to click the Insert Table icon in any content placeholder. You can also insert a table with the Table button on the Insert tab. In this exercise, you will create tables using both methods.


STEP BY STEP   **Insert a Table**

GET READY. Before you begin these steps, make sure that your computer is on. Sign on, if necessary.

1. **START** PowerPoint, if the program is not already running.
2. Locate and **OPEN** the *ATMs* presentation from the data files for this lesson and then **SAVE** it as *ATMs Final*.
3. Click below slide 4 in the left pane and press **Enter** to insert a new slide with the Title and Content layout after slide 4.
4. On the new slide, click in the title placeholder and type the slide title, **Proposed ATM Locations**.
5. Click the **Insert Table** icon in the content placeholder. The *Insert Table* dialog box opens (see Figure 5-2).

Figure 5-2

The Insert Table dialog box

Insert Table
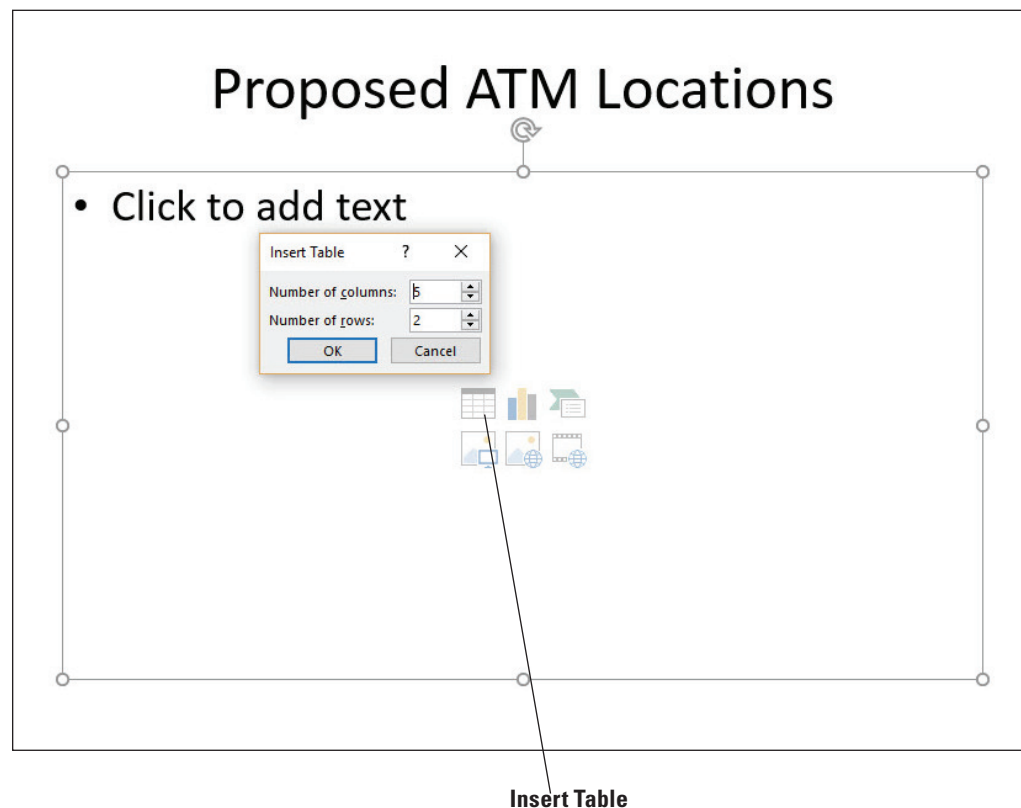
6. In the Number of Columns text box, overwrite the existing text if necessary and type **3** to specify three columns, press **Tab** to move to the Number of Rows text box, and then type **6** to specify six rows. Click **OK**. PowerPoint creates the table in the content area. Notice that formats specified by the current theme have already been applied to the table.

7. Click in the first table cell in the top row and type **Location**. Press **Tab** to move to the next cell and type **Site Study Complete**. Press **Tab** to move to the third cell in the row and type **Nearest Competing ATM**.

8. Type the following information in the table cells, pressing **Tab** to move from cell to cell. Your table should look like Figure 5-3 when you complete it.

Springdale Cineplex	**Yes**	**More than two miles**
Glen Avenue BIG Foods	**No**	**Three blocks**
Findlay Market Square	**Yes**	**One block**
Center City Arena	**Yes**	**One block**
Williams State College	**No**	**Half a mile**

Figure 5-3

The table with data typed in it

Proposed ATM Locations

| Location	Site Study Complete	Nearest Competing ATM
Springdale Cineplex	Yes	More than two miles
Glen Avenue BIG Foods	No	Three blocks
Findlay Market Square	Yes	One block
Center City Arena	Yes	One block
Williams State College	No	Half a mile

9. Insert a new slide with the Title and Content layout at the end of the presentation, and click to display the new slide.

10. On the Insert tab, click **Table** to produce the Table menu and grid.

11. Drag across the grid to select a 5X5 block (see Figure 5-4) and then release the mouse button to create the table.

Figure 5-4

Use the Table button to select a 5X5 block
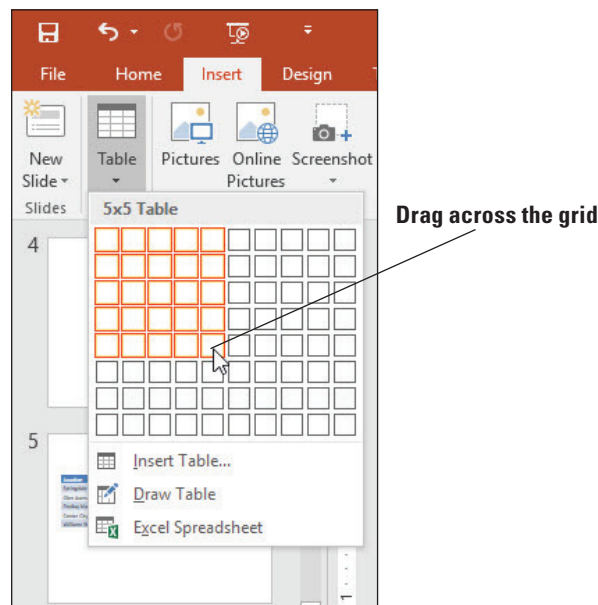
12. Delete the new slide on which you just created the table.

13. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Drawing a Table

Drawing a table enables you to create a table with different row and column sizes, and with different numbers of rows per column (or columns per row). In this exercise, you will draw a table.

STEP BY STEP   **Draw a Table**

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Insert a new slide at the end of the presentation with the Title Only layout.

2. On the Insert tab, click **Table** to open the Table menu and then click **Draw Table**. The mouse pointer changes to a pencil.

3. Click and drag the mouse pointer to draw a frame approximately 3" high and the same width as the slide's title placeholder box.

4. When you release the mouse button, the new table appears (which has only one big cell), and the Table Tools Design tab is displayed.

5. On the Table Tools Design tab, click **Draw Table** in the Draw Borders command group. The mouse pointer becomes a pencil again.

6. Click and drag to draw a horizontal line that divides the table horizontally. A dotted horizontal line appears. Release the mouse button to accept it.

Take Note   Drag to draw the lines starting slightly inside the border rather than on the border's edge. If you start dragging too close to the border, PowerPoint creates a new table frame rather than adding lines to the existing table. If you keep getting too close to the edge and creating new tables, you can right-click in the table and select Split Cells to add rows and columns instead of drawing them.

7. The drawing pencil mouse pointer should stay on; if it turns itself off, click the **Draw Table** button again to re-enable it.

8. Drag a vertical line through the middle of the table to divide it vertically.

9. Drag another vertical line that divides only the lower-right cell of the table vertically.

10. Drag another horizontal line that divides only the lower-right cells of the table horizontally. Figure 5-5 shows the completed table.

Figure 5-5

A drawn table
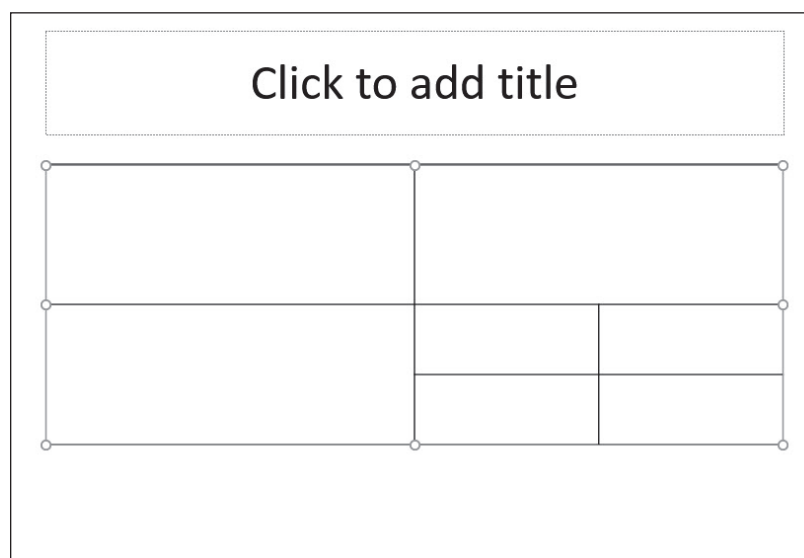
11. Press **Esc** to turn off the pencil cursor on the mouse pointer.

12. Type the text shown in Figure 5-6 into the slide's title placeholder and into the table. You will format this table later in the lesson.

Figure 5-6

The table with text added

Team Leaders		
Division	Name	
Eastern	Claude	Simpson
	Mary	Bailey

13. **SAVE** the presentation.

PAUSE. **LEAVE** the presentation open to use in the next exercise.

IMPORTING TABLES FROM EXTERNAL SOURCES

Microsoft Office 2016 allows a great deal of integration among its programs. If you need to show numerical data on a slide, for example, you can insert an Excel worksheet directly on the slide and use it to manipulate data just as you would in Excel.

Using an Excel Worksheet in PowerPoint

If you need to show numeric data on a PowerPoint slide, you can insert an Excel worksheet directly on the slide and use it to manipulate data just as you would in Excel. Inserting an Excel **worksheet** (a spreadsheet from an Excel **workbook**) gives you access to all of Excel's data manipulation and formatting tools. If you want to show Excel data on a slide and have not yet created the worksheet, it makes sense to create the worksheet directly on the PowerPoint slide. A worksheet you insert in this way is **embedded** on the slide—it is stored within the PowerPoint presentation but can be edited using the tools of its source application, Excel.

When you insert a worksheet using the Excel Spreadsheet command, the worksheet consists of only four visible cells. Drag the bottom or side sizing handle (or the lower-right corner handle) to reveal more cells. When you have finished inserting data, use these handles to adjust the border to hide empty cells that would otherwise show on the PowerPoint slide.

You can also resize a worksheet object by clicking it once to display the container border, then dragging a bottom, side, or corner of the placeholder. This action enlarges or reduces the object itself; however, it does not change the font size of the embedded data even though the text may look larger. You can edit an embedded worksheet at any time by double-clicking the worksheet object to open it in Excel. You can remove the object by clicking it once to display the container border and then pressing Delete.

In this exercise, you will insert an Excel worksheet in a PowerPoint presentation. In some ways the worksheet is like a table; in other ways it differs. You will see the differences as you work through the exercise.

| STEP BY STEP | Insert an Excel Worksheet |

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Insert a new slide at the end of the presentation with the Title Only layout.
2. Type the slide title **ATM Cost Analysis**.
3. Click away from the title text box, click the **Insert** tab, click the **Table** drop-down arrow, and then click **Excel Spreadsheet**. PowerPoint creates a small Excel worksheet on the slide. Note that the PowerPoint Ribbon has been replaced by the Excel Ribbon but the title bar still shows ATMs Final.pptx.
4. Resize the worksheet object by dragging the lower-right corner handle diagonally to the right to display columns A through F and rows 1 through 10 (see Figure 5-7).

Select All   Embedded Excel worksheet   Excel Ribbon

Figure 5-7

A new Excel worksheet on a slide
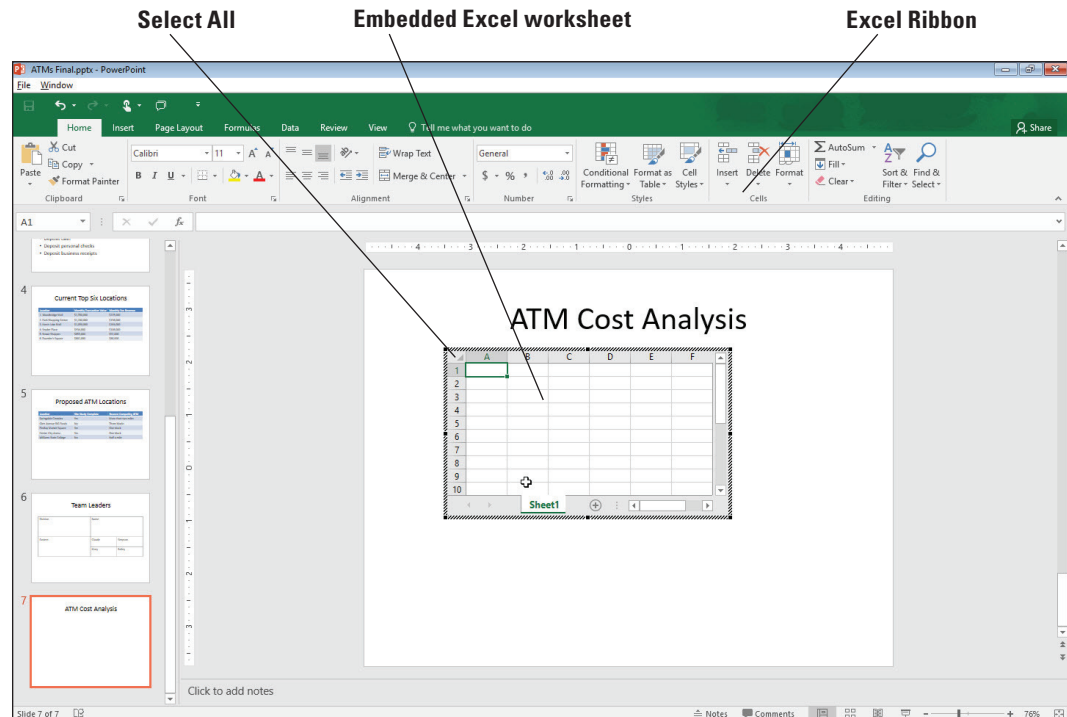
Take Note   When an Excel worksheet is open on the slide, you are actually working in Excel. To return to PowerPoint, click outside the worksheet object.

5. Click the **Select All** area in the upper-left corner of the worksheet where the column headers and row headers intersect. The entire worksheet is selected.
6. Click the **Font Size** drop-down arrow on the Home tab and click **18**.
7. Type data in the worksheet cells (see Figure 5-8). To move between cells use the arrow keys on the keyboard or press **Tab**. To adjust column widths, position the pointer on the border between column headings so the pointer turns into a two-headed arrow and drag to the right until all data appears. The overall size of the embedded Excel spreadsheet expands as needed as you widen the columns.
8. Click cell **F5** and type the following formula: **=E5-SUM(B5:D5)**. This formula sums the values in B5, C5, and D5 and then subtracts that total from the value in E5.
9. Press **Enter** to complete the formula.
10. Click cell **F5** and then click the **Copy** button on the Home tab. Then click and drag over cells **F6** through **F9** to select them and click the **Paste** button to paste the formula in each of the selected cells.

11. Click and drag over the range **B5:F9** to select those cells. Then click the **Accounting Number Format** button in the Number group on the Home tab to apply a currency format to the selected cells. (Do not worry if some of the cells fill up with # signs.)

12. With B5:F9 still selected, click the **Decrease Decimal** button in the Number group twice to remove the decimal points and trailing zeros for the numbers.

13. Widen the columns as needed so that there are no #### entries in any of the cells.

14. Click cell **A1** and change the font size to **24**.

15. Click outside the worksheet to return to PowerPoint. Your slide should look similar to Figure 5-9. You may need to resize and/or reposition the object to center it on the slide.

24-point text   **Values in this column were calculated by functions**

Figure 5-9

The completed Excel worksheet embedded in a slide

Accounting format with no decimal places

16. **SAVE** the presentation.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

Take Note   You know a worksheet is open and ready to edit in Excel when it displays the heavy hatched border and the Excel Ribbon.

Paste Tables from Excel and Word

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Insert a new slide at the end of the presentation with the Title Only layout.
2. Type the slide title **ATM Total Transactions**.
3. Click away from the title text box.
4. Locate and open the *ATM Total Transactions* Word document.
5. Press **Ctrl+A** to select all of the text in the word document. Click the **Copy** button on the Home tab.
6. Go back to the *ATMs Final* presentation and click the **Paste** button on the Home tab. The table from Microsoft Word is inserted into the PowerPoint presentation with the Theme's formatting.
7. Delete the table you just inserted.
8. Locate and open the *ATM Total Transactions* Excel document.
9. Select cells A:1 to D:7. Click the **Copy** button on the Home tab.
10. Go back to the *ATMs Final* presentation and click the **Paste** button on the Home tab. The table from Microsoft Excel is inserted into the PowerPoint presentation. Note that the theme's formatting isn't transferred in this case.
11. **SAVE** the presentation.

PAUSE. **LEAVE** PowerPoint open to use in the next exercise.

MODIFYING TABLE LAYOUT

It is often necessary to modify the layout as you work with a table. For example, you may need to add or delete rows or columns, move data in the table, adjust column widths, or merge or split table cells.

Take Note   The steps described in this section may not work the same on tables inserted using the Excel spreadsheet function.

Adding Rows and Columns

One of the most common reasons to change a table's structure is to add data to or remove data from the table. You will learn in this exercise that you can easily insert rows and columns in PowerPoint tables to keep data accurate and up to date. In the following exercise, you will add a row and a column to a table.

Add a Row and a Column

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 6 (the Team Leaders slide).
2. Click at the end of the word **Bailey** in the last cell and press **Tab**. A new row appears.
3. In the new row, type **Western** in the first column, **Greg** in the second, and **Ballantine** in the third.
4. Click in the cell containing **Eastern** and on the Table Tools Layout tab, click **Insert Above** in the Rows & Columns group. A new blank row appears above that cell's row.
5. Drag the lower border of the first row upward, decreasing that row's height as much as possible. (The text within that row prevents the height from being smaller than will accommodate that text.)
6. In the new row, type **Northern** in the first column, **Wesley** in the second, and **Kirk** in the third. Your results should look like Figure 5-10.

Insert Above button   **New row inserted**

Figure 5-10

Adding a row between two existing rows
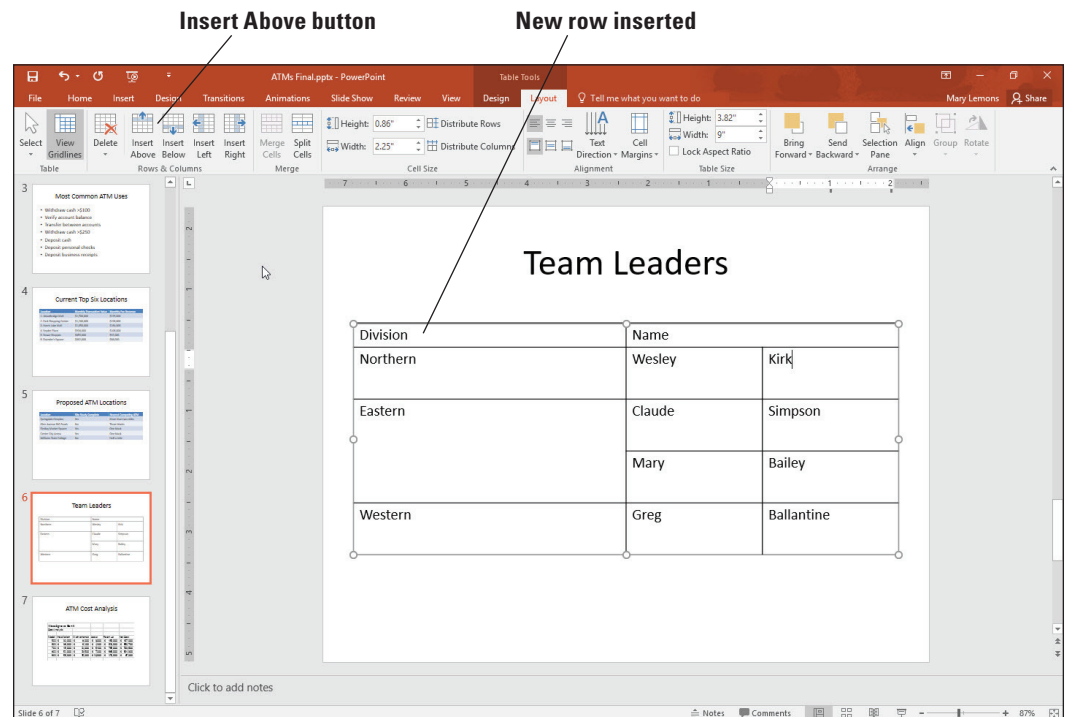
7. Click and drag across all the cells in the Division column to select that column. You can also place your cursor above the column until it becomes an arrow to select the whole column.

8. On the Table Tools Layout tab, click Insert Right. A new blank column appears.

9. In the new column, type the data shown in Figure 5-11. If the table becomes so tall that it overruns the bottom of the slide, move the table upward on the slide as needed by dragging its outer border.

New column added

Figure 5-11

Adding a new column

10. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

To add a new row at the bottom of a table, simply move into the last cell of the table (bottom right) and press Tab. Alternatively, the Tools in the Rows & Columns group on the Table Tools Layout tab make it easy to insert new rows and columns exactly where you want them in the table. Click in a cell near where you want to add the row or column and then click the appropriate button on the tab.

Deleting Rows or Columns

When you delete rows and columns, the table automatically resizes to account for the removal of the data. Note, however, that columns do not automatically resize to fill the area previously occupied by a column. After removing columns, you may need to resize the remaining columns in the table to adjust space. In this exercise, you will delete a column and a row.

STEP BY STEP   **Delete Rows or Columns**

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. On slide 6, click in the upper-left cell (**Division**).
2. On the Table Tools Layout tab, click the **Delete** button in the Rows & Columns group, and on the menu that appears, click **Delete Columns**. The first column is deleted.
3. Click the **Undo** button on the Quick Access Toolbar to undo the delete operation.
4. Click in the lower-left cell (**Western**).
5. On the Table Tools Layout tab, click the **Delete** button, and on the menu that appears, click **Delete Rows**. The bottom row is deleted.
6. Click the **Undo** button on the Quick Access Toolbar to undo the delete operation.
7. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Moving Rows and Columns

Move rows and columns when you need to reorder data. You can use drag and drop or the Cut and Paste commands to move row or column data into a new, blank row or column. In this exercise, you will insert a new column and then move content into it.

STEP BY STEP   **Move a Column**

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 4, click in the second column, and on the Table Tools Layout tab, click Insert Left. A new column is inserted between the first and second columns.
2. Drag across all the cells in the rightmost column to select them.
3. Drag the selected column and drop it on top of the first cell in the blank column you inserted in step 1. The data from the selected column is moved to the new column, and a blank column remains in the data's previous location.
4. With the second column still selected, press **Ctrl+X** to cut the column's data to the Clipboard. The column disappears entirely. When you use the Ctrl+X command to cut all data from a column, a blank column is not left behind as with drag and drop.
5. Click in the first row of the empty column on the right side of the table and press **Ctrl+V** to paste the data into that column. The data is placed in the empty column, and the table returns to having only three columns.
6. Drag the table's frame to re-center it on the slide if needed. (It may be slightly skewed to the left.)
7. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Resizing and Distributing Rows and Columns

Row heights and column widths can be easily resized by dragging or double-clicking cell borders.

Adjust column widths or row heights to eliminate unused space or add space to make table text more readable. Dragging allows you to "eyeball" column widths or row heights so that they look attractive on the slide. Double-clicking on the divider bar between columns allows you to immediately set column width to the width of its widest line. Double-clicking does not adjust row height, however. To resize a row that has been enlarged, drag its bottom border. To make all the rows or columns the same width, you can use the Distribute Rows or Distribute Columns buttons.

In this exercise, you will resize rows and columns in two different ways and distribute the column widths evenly.

STEP BY STEP   **Resize and Distribute Rows and Columns**

GET READY. USE the ***ATMs Final*** presentation that is still open from the previous exercise.

1. Go to slide 6, and double-click the vertical border between the first and second columns.

Take Note   Double-clicking a column border adjusts column width to fit the column's widest entry.

2. Drag the horizontal border between the Claude Simpson and Mary Bailey lines in the table upward, so that the Claude Simpson cells are as short as possible If you need to be more precise in resizing, you can use the tools in the Cell Size group on the Table Tools Layout tab to specify exact widths and heights for table cells.

3. Click in the cell that contains States.

4. On the Table Tools Layout tab, in the Table Size group's Width box, set the value to exactly 7" by clicking the increment arrows or typing over the existing value.

5. In the Cell Size group's Width box, set the value to exactly **3.1"** by clicking the up increment arrow or by typing over the existing value.

Take Note   The Width setting in the Table Size group controls the width of the entire table; the Width setting in the Cell Size group controls the width of only the column in which the active cell is located. The active cell is the one containing the insertion point.

6. Drag the outer border of the table to the right as needed to re-center the table beneath the Team Leaders title.

7. Select the entire table by dragging across it.

8. On the Table Tools Layout tab, click the **Distribute Columns** button. Each column becomes the same width.

9. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Merging and Splitting Table Cells

The merge and split features allow you to adjust how content fits in table cells and to modify the internal structure of a table without increasing or reducing its overall width. By merging cells, you can position content so it spans more than one column or row. When two cells merge, all the content is retained; a paragraph break is inserted between their content. Use the split feature when you want to divide a single row or column to accommodate additional entries without modifying the remainder of the table. When you split a cell that contains content, the content goes with the leftmost or upper cell; you may choose to move some or all of the content into the new blank cell(s) after the split. Merging and splitting can modify the internal structure of a table without increasing or reducing its overall width. In this exercise, you will practice merging and splitting table cells.

STEP BY STEP   **Merge and Split Table Cells**

GET READY. USE the *ATMs Final* presentation that is still open from the previous exercise.

1. Go to slide 6 and select the cells containing **Wesley** and **Kirk**.

2. On the Table Tools Layout tab, click **Merge Cells**. The two cells become one, and the text from both cells appears in the merged cell separated by a paragraph break.

3. Click at the beginning of the second name and press **Backspace** to delete the paragraph break between the two names, so they appear on the same line. Press the space bar once if needed to add a space between the two names.

4. Use the procedures in steps 1-3 to merge each of the other three names (Claude Simpson, Mary Bailey, and Greg Ballantine) in the table in the same way.

5. Use the procedures in steps 1-3 to merge the cells containing the two names of the representatives for the Eastern region, and leave each name on a separate line as in Figure 5-12.

Figure 5-12

The table after all first and last names have been merged

Team Leaders

Division	States	Name
Northern	Michigan Nebraska North Dakota Wisconsin	Wesley Kirk
Eastern	Connecticut Maine New Hampshire New Jersey New York Rhode Island Vermont	Claude Simpson Mary Bailey
Western	Arizona California New Mexico	Greg Ballantine

6. Select all three cells that contain state names, and on the Table Tools Layout tab, click **Split Cells**. The *Split Cells* dialog box opens.

7. In the Number of Columns text box, type **2** to set the number of columns to 2 if it is not already at that value. In the Number of Rows box, type **1** to set the number of rows to 1 if it is not already at that value. Then click **OK**.

8. Select the entire table and then click the **Distribute Columns** button on the Table Tools Layout tab to equalize the column widths.

9. For each division, move approximately half of the names from the existing cell to the empty cell to its right (see Figure 5-13). You can move the text either with drag and drop or cut and paste. Resize the columns as needed to fit the states' names.

Figure 5-13

Move some of the state names into the new cells

Team Leaders

Division	States		Name
Northern	Michigan Nebraska	North Dakota Wisconsin	Wesley Kirk
Eastern	Connecticut Maine New Hampshire New Jersey	New York Rhode Island Vermont	Claude Simpson Mary Bailey
Western	Arizona California	New Mexico	Greg Ballantine

Move some of the state names into the new column

10. SAVE the presentation file and then **CLOSE** it.

PAUSE. LEAVE PowerPoint open to use in the next exercise.

FORMATTING TABLES

PowerPoint provides default formats to all new tables so that they have an appealing look. You may want to modify formatting, however, because you do not like the default colors or you want a different look. Use the tools on the Table Tools Design and Table Tools Layout tabs to apply new formatting options.

Changing Table Text Alignment and Orientation

Text can be aligned both vertically and horizontally within a cell. You can also change the text's orientation (rotation) to create visual interest. Use the same tools to align content horizontally in a table cell that you use to align text in a text placeholder. Changing alignment in table cells can improve readability as well as make a table more attractive.

Vertical alignment options control how content appears from the top to the bottom of a cell. The default option is top alignment, but column headings often look better centered vertically in table cells. When column headings have differing numbers of lines, standard procedure is to align all headings at the bottom.

Use options on the Text Direction menu in the Alignment group of the Table Tools Layout tab to change the orientation of text for a special effect. Vertical text or text that reads from bottom to top makes a unique row header, for example. In this exercise, you will change the text direction and alignment in table cells.

STEP BY STEP	**Align and Orient Text in a Table**

GET READY. OPEN the *Bids* presentation from the data files for this lesson.

1. **SAVE** the file as *Final Bids*.
2. Go to slide 2 and click in the merged cell at the far left of the table.
3. Click the **Table Tools Layout** tab and then click the **Text Direction** button to display a menu of orientation options.
4. Click **Stacked**. This option will stack text with each letter below the previous one.
5. Type **Vendor** in the merged cell. The text stacks in the merged cell.
6. Select the **text** you just typed. Click the **Home** tab and then click the **Character Spacing** button in the Font group. Click **Very Tight** (see Figure 5-14).

Figure 5-14

Stacked text orientation with Very Tight spacing
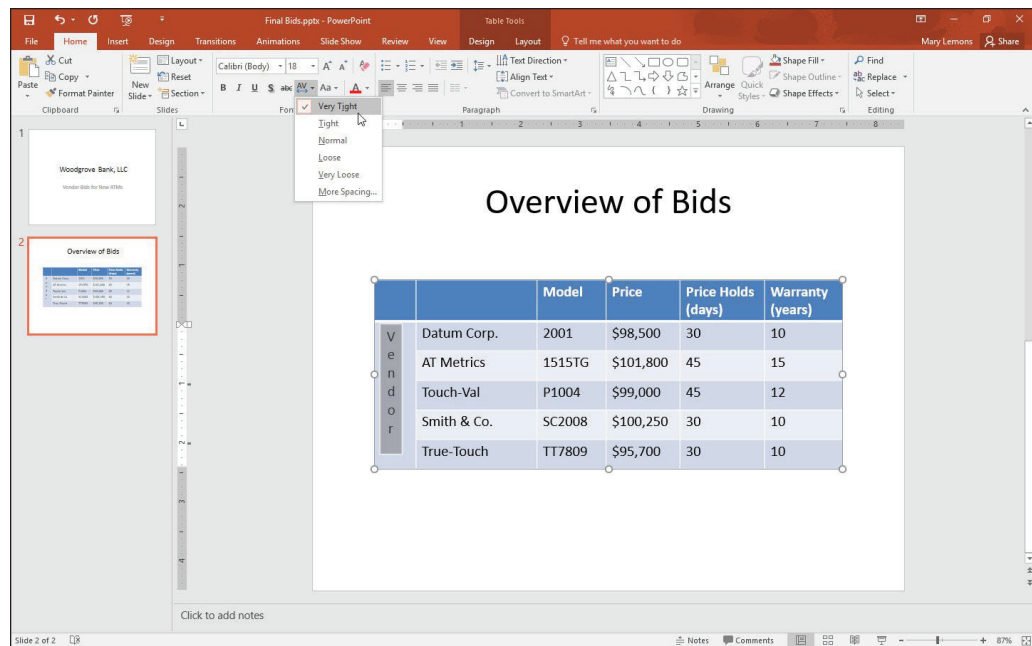
Take Note   When you move the I-beam pointer over rotated or stacked text, its orientation changes to match the text orientation.

7. With text still selected, click the **Bold** button in the Font group on the Home tab.
8. Select the cells with numbers in the Price column. Click the **Align Right** button in the Paragraph group to align all text in that column along the right side of the cells.
9. Select the cells with numbers in the last two columns. Click the **Center** button to center the contents of those cells.
10. Select the cells in the column header row. Because they are already blue, it will not be obvious that they are selected.
11. Click the **Center** button on the Home tab to center the contents of those cells.
12. Click the **Table Tools Layout** tab and then click the **Align Bottom** button in the Alignment group. All column headings now align at the bottom of the cells (see Figure 5-15).

Text is bottom-aligned and centered

Figure 5-15

Set vertical alignment
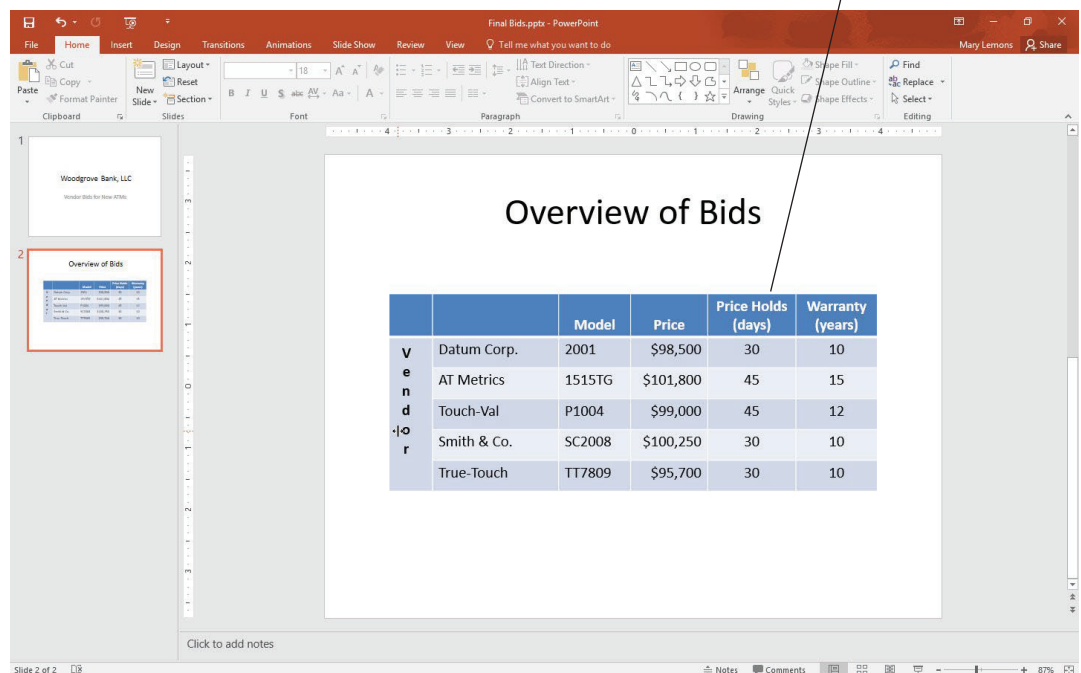
13. SAVE the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Applying a Table Style

PowerPoint tables are formatted by default with a Quick Style based on the current theme colors. You can choose another table style to change color and shading formats. In this exercise, you will apply a table style.

Apply a Table Style

GET READY. USE the *Final Bids* presentation that is still open from the previous exercise.

1. Click anywhere in the table on slide 2 and then click the **Table Tools Design** tab.
2. Click the **More** button in the Table Styles group to display the Table Styles gallery. Note that the table styles are organized into several groups—Best Match for Document, Light, Medium, and Dark.
3. Click the **Themed Style 2 – Accent 6** table style. This style is a colorful alternative, but not exactly what you want.
4. Click the **More** button again and then click the **Medium Style 3** style, a black and gray combination in the first column of the gallery. Your table should look similar to Figure 5-16.

Figure 5-16

New style applied to entire table

Overview of Bids

		Model	Price	Price Holds (days)	Warranty (years)
V e n d o r	Datum Corp.	2001	$98,500	30	10
	AT Metrics	1515TG	$101,800	45	15
	Touch-Val	P1004	$99,000	45	12
	Smith & Co.	SC2008	$100,250	30	10
	True-Touch	TT7809	$95,700	30	10

5. **SAVE** the presentation.

PAUSE. LEAVE the presentation open to use in the next exercise.

Colors available for Table Style formats are controlled by theme. If you apply a Quick Style and then change the theme, the Table Style colors will adjust to those of the new theme.

You may on occasion want to remove all table formatting to present data in a simple grid without shading or border colors. You can remove formatting by clicking Clear Table at the bottom of the Table Styles gallery. Once you have cleared formats, you can reapply them by selecting any table style.

Turning Table Style Options On or Off

The options in the Table Style Options group on the Table Tools Design tab allow you to adjust what part of a table receives special emphasis. If your table has a row that shows totals of calculations, for example, the Total Row option applies color to that row so it stands out. You can use any number of these options in a single table, or you can deselect all of them for a plainer effect. Keep in mind that there is sometimes a fine line between effective emphasis and the visual confusion that can result from too much emphasis. In this exercise, you will modify the formatting applied by a table style by turning certain options on and off.

STEP BY STEP   **Turn Table Style Options On and Off**

GET READY. USE the *Final Bids* presentation that is still open from the previous exercise.

1. Click anywhere in the table to select it if necessary.
2. Click the **Table Tools Design** tab if it is not already displayed.
3. Click the **Banded Rows** option in the Table Style Options group to deselect the option.
4. Click the **First Column** option. The first column receives special emphasis.
5. Click the **Banded Columns** option. Color bands are applied to the columns.

SAVE the presentation and then CLOSE the file. EXIT PowerPoint.

Knowledge Assessment

Matching

Match the term in Column 1 to its description in Column 2.

Column 1	Column 2
1. Table	**a.** Option you can use to make all rows and columns the same width
2. Draw Table	**b.** Insert data so that it can be edited using its original application.
3. Merge	**c.** An arrangement of columns and rows used to organize data.
4. Distribute	**d.** Option you can use to create a table frame and insert columns and rows where you want them.
5. Embed	**e.** To combine two or more cells to create a larger cell.

True/False

Circle T if the statement is true or F if the statement is false.

T F 1. To create a new table, click the Insert Object button and then select the type of table to create.

T F 2. By default, a new table is sized to fit the content placeholder in which it was created.

T F 3. To edit a worksheet object on a slide, double-click the object to display Excel's tools.

T F 4. You must select an entire row before you can insert a new row above or below it.

T F 5. Use the Blank Table option to quickly remove all formatting from a table.

Projects

Project 5-1: Inserting and Formatting an Excel Table

You are a production manager at Tailspin Toys. You have been asked to give a presentation to senior management about anticipated costs of upgrading machinery in the assembly area. Because you want to sum the costs, you will use an Excel worksheet to present the information.

GET READY. LAUNCH PowerPoint if it is not already running.

6. OPEN the *Upgrades* presentation from the data files for this lesson and then **SAVE** it as *Upgrades Final*.

7. Go to slide 2, click the **Insert** tab, click the **Table** drop-down arrow, and then click **Excel Spreadsheet**.

8. Drag the lower-right corner handle of the worksheet object to reveal columns A through D and rows 1 through 7.

9. Type the following data in the worksheet.

Machine	Upgrade	Cost	Time Frame
Conveyor #2	New belt, drive	$28,000	30 days
Conveyor #3	Update software	$5,800	14 days
Drill Press #1	Replace	$32,000	30 days
Vacuum system	New pump, lines	$12,750	30 days
Docks #2 - #5	Doors, motors	$14,500	10 days

10. Click the Excel **Page Layout** tab, click the **Themes** button, and then click **Retrospect** to apply the same theme to the worksheet that your presentation uses.

11. Adjust column widths by dragging or double-clicking column borders to display all data. Widen the overall worksheet object if needed.

12. Click in cell **B7**, type **Total Costs**, and then press **Tab**.

13. Click the **Sum** button in the Editing group on the Home tab and then press **Enter** to complete the SUM function. The result should be $93,050.

14. Apply **Quick Styles** to the worksheet as follows:
    a. Select the column headings and then click the **Cell Styles** button in the Styles group on the Home tab.
    b. Click the **Accent5** style.
    c. Click the **Total Costs** cell, click the **Cell Styles** button, and click the **Accent1** style.
    d. Click the cell that contains the sum of costs, click the **Cell Styles** button, and then click the **Total** style.
    e. Apply bold formatting to the column headings and the **Total Costs** cell.

15. Click the **Select All** area at the top left corner of the worksheet, click the **Font Size** drop-down arrow, and then click **20**. Adjust column widths again if necessary to display all data.

16. Select the entries in the Time Frame column and then click the **Center** button.

17. Click outside the worksheet twice to review your changes.

18. **SAVE** the presentation and then **CLOSE** the file.

PAUSE. LEAVE PowerPoint open for use in the next project.

Project 5-2: Inserting a Table

You are an operations manager for City Power & Light. You have been asked to give a presentation to department heads about scheduled maintenance of power substations around the city. In this project, you will use a table to present the maintenance schedule.

GET READY. LAUNCH PowerPoint if it is not already running.

1. **OPEN** the *Power* presentation from the data files for this lesson and then **SAVE** it as *Power Final*.

2. Go to slide 3. Insert a table with two columns and seven rows. Move the table below the slide title, centered on the side.

3. Type the following information in the table:

Substation	Week of
Eastland	July 11
Morehead	October 3
Huntington	June 6
Parkland	May 23
Midtown	July 25
Elmwood	December 11

4. Apply a **Table Style Medium Style 1 – Accent 2** to the table.

5. Turn on the **First Column** table style option. Change the **font style** for the entire presentation to **Calibri** (from the **Design tab's Variant** group).

6. Delete the last row of the table.

7. Rearrange the rows so that the dates in the second column are in chronological order. Re-center the table on the slide, if necessary.

Take Note   Create a new blank row, and use it as a temporary holding area when moving rows and then delete the blank row when you are finished.

8. **SAVE** the presentation and then **CLOSE** the file.

EXIT PowerPoint.