



PowerPoint 2007

Working with Tables

Working with Tables

Tables are a combination of related rows and columns of information (Figure 1). The figure below displays a table with three rows and three columns.

PowerPoint offers easy tools to create, and modify a table. These tools are similar in each of the Office 2007 applications. This document will help you to insert a table into your PowerPoint 2007 presentation and format it.

Process Summary

- Working with Tables
- Inserting a Table
- Entering Data into a Table
- Changing the Table Layout
- Changing the Table Style

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Graduate	750	940

Figure 1

Inserting a Table

There are several methods you may use to insert a table into a PowerPoint slide. The easiest is to create a new slide with a Title and Content Layout. The Content placeholder displays an icon that, when clicked, generates a new table.

1. With your PowerPoint presentation open, select **Home > New Slide**. A blank new slide appears with the Title and Content Layout (Figure 2).
2. Click the **Insert Table** icon (Figure 2, 1).
3. Enter the desired number of rows and columns in the dialog box that is displayed (Figure 3).

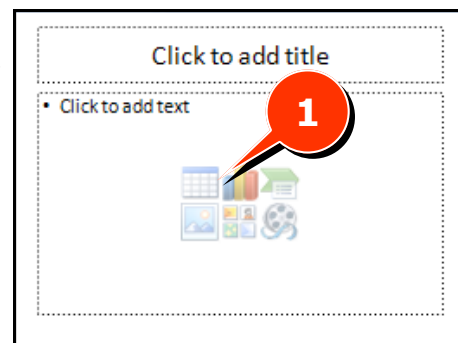


Figure 2

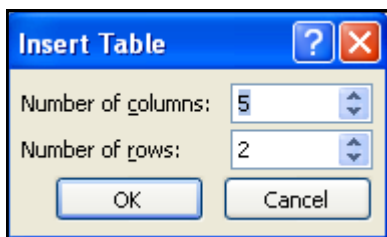


Figure 3

4. Click **OK**. The new empty table is displayed on the slide (Figure 4).

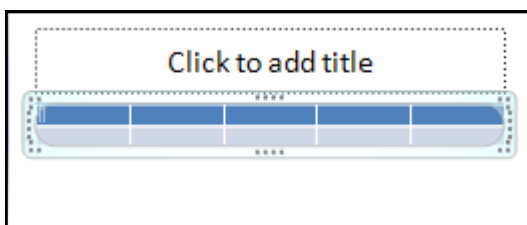


Figure 4

Entering Data into a Table

Once you have created a table, you may enter text or numbers into the table cells.

Enter Data:

1. Click in the table cell that will display the data (Figure 5, 1).
2. Enter the desired data.
3. Press the **Tab** key. (*The cursor moves to the next cell in the row*).
4. Enter the desired data.
5. Press the **Tab** key or click the mouse in the desired cell.
6. Enter the desired data.
7. Repeat the procedure until the table is complete.



Figure 5

Format Table Contents:

You may change the appearance of the text and numbers in your table by selecting and modifying the entire table, individual rows, columns or cells.

1. Select an entire row of data by clicking on the slide immediately to the left of the desired table row. Your mouse pointer will change into a right-pointing black arrow (Figure 6, 1).

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Figure 6

2. On the **Home** tab, click on the desired formatting button such as Bold, Italic, alignment or any related font buttons. (*Figure 7 illustrates the selected row with Bold applied*).

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Figure 7

- ★ You may select an entire column in a table by clicking immediately above the desired column. Your mouse pointer will change into a downward-pointing black arrow. Formatting options are the same as those used for formatting a row.

Changing the Table Layout

You may opt to add or delete rows or columns in your table. Rows may be inserted above or below an existing row. Columns may be inserted to the left or the right of an existing column.

Insert a Row:

1. Click in a table row to select it (Figure 8,1).
2. On the **Layout** tab, click either **Insert Above** or **Insert Below** (Figure 9,1). A *blank row is inserted into the table.*



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Figure 8

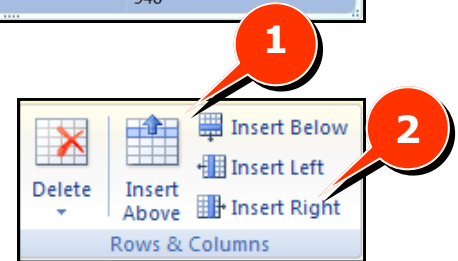


Figure 9

1. Click in a table column to select it (Figure 8,1).
2. On the **Layout** tab, click either **Insert Left** or **Insert Right** (Figure 9,2). A *blank column is inserted into the table.*

Changing the Table Style

The Design tab displays many different styles that may be applied to your table. Table styles include border and shading colors, font colors and other appearance options. These options are only visible to you when the table itself is selected.

1. Click anywhere in the table to select it.
2. Click the **Design** tab.
3. Select the desired style for your table from the **Table Styles** group on the **Design** tab (Figure 10).

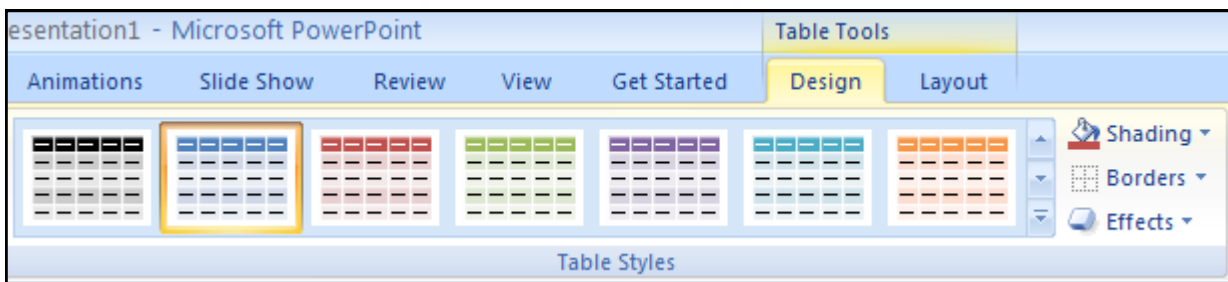


Figure 10