CHAPTER 1   TABLES

INFOCUS

WPL_P808

Tables are used to present data or other information in a grid-like and structured format. Tables are ideal for presenting *rows* and *columns* of data in graphical form, as tables add can add visual interest to otherwise dull data.

In PowerPoint, you can create and insert pre-formatted tables, so all you really need to do is type in the table data. Having said that, PowerPoint also offers an almost endless range of formatting options so you can customise the table to suit your needs.

In this session you will:

- ✓ learn how to insert tables and add table data
- ✓ learn how to apply a table style
- ✓ learn how to insert rows and columns
- ✓ learn how to merge and split cells
- ✓ learn how to resize and position a table
- ✓ learn how to format table data
- ✓ learn how to apply borders to a table
- ✓ learn how to apply shading to a table
- ✓ learn how to adjust column widths
- ✓ learn how to adjust row height
- ✓ learn how to align data in a table.

INSERTING A TABLE

Tables are often used to present data in a structured and graphical framework. Using a table means that your figures are lined up and it is quick and easy to enter data. Tables are inserted into special placeholders, with the number of **rows** and **columns** that you have specified. The intersection of a row and column is called a **cell**, which is where you enter your data.

Try This Yourself:

Open File

Before starting this exercise you MUST open the file P808 Tables_1.pptx...

1 Click on **Insert Table** ▦ in the content placeholder to open the **Insert Table** dialog box

Here we need to specify the number of rows and columns….

2 Type **5** for **Number of columns**, press `Tab` and type **5** for **Number of rows**, then click on **[OK]**

A blank table will be inserted onto the slide with the cursor in the first cell so you can start typing…

3 Press `Tab` to move to the second cell, then enter the data as shown, pressing `Tab` to move to the next cell, or pressing `Shift` + `Tab` to move back to the previous cell if required

1
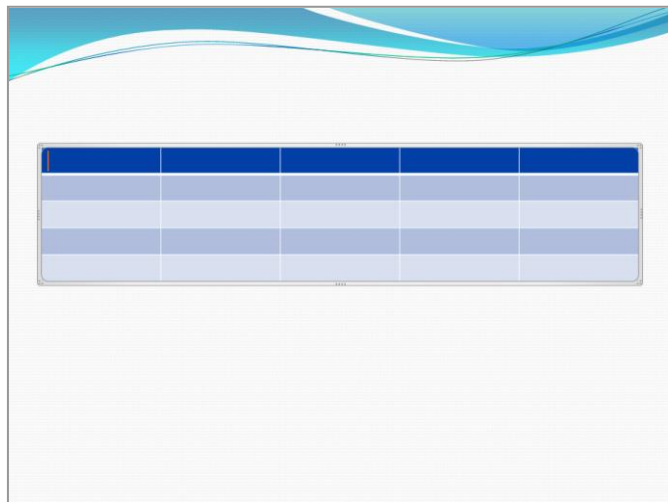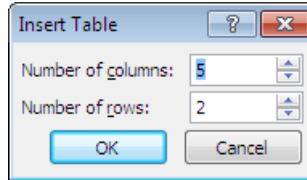
			US	France	Switzerland	Germany

Insert Table
Number of columns: 5
Number of rows: 2
[OK] [Cancel]

2

3

	US	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

For Your Reference…

To **insert a table**:

1. Click on **Insert Table** ▦ in the content placeholder, or click on **Table** on the **Insert** tab and select **Insert Table**
2. Type the **Number of columns**, press `Tab`, type the **Number of rows**, then click on **[OK]**

Handy to Know…

- There are several ways to insert a table. Click on the **Insert** tab, click on **Table** ▦▾, then point to select the required number of rows and columns, or select **Insert Table** to open the **Insert Table** dialog box.
- To delete a table, select the table, then press `Del`.

APPLYING A TABLE STYLE

When you insert a table onto a slide, the table will be formatted with a *table style*. This table style, which includes colours and fonts, will reflect the applied theme if applicable. If you're not entirely convinced that Microsoft have applied a complementary table style to suit the presentation, you can easily apply a different table style to better suit your needs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_2.pptx...

1. Click in the table if required to activate the placeholder

   The table is now editable, and you can make formatting and textual changes to the table as required…

2. Click on the **Table Tools: Design** tab, then click on **More** ⏷ in the **Table Styles** group to display the **Table Styles** gallery

   The currently-applied style is highlighted with an orange border. The gallery displays table styles that are the Best Match for Presentation, as well as many other table styles…
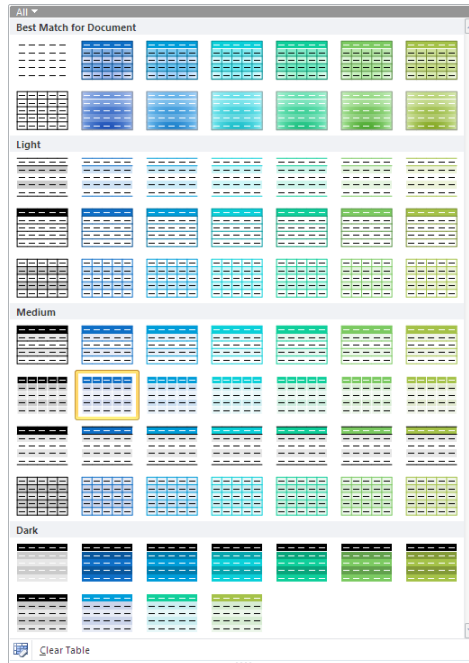
3. Point to the various table styles to see them applied temporarily to the table in **Live Preview**

4. Click on **Medium Style 1 – Accent 2** to apply this style to the table, then click outside the table to view the result

②

④

	US	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

For Your Reference…

To **apply a table style**:

1. Click in the table, then click on the **Table Tools: Design** tab
2. Click on **More** ⏷ in the **Table Styles** group and click on a table style to apply

Handy to Know…

- Once you've applied a table style, you can further customise the table by working with the **Shading**, **Borders** and **Effects** tools on the **Table Styles** group. Note that you have to select the cells to apply borders and shading to, whereas effects will be applied to the entire table.

INSERTING ROWS AND COLUMNS

As you work with the table and add data, you may find that you need extra rows and columns. *Rows* and *columns* can be inserted anywhere in the table, depending on where you have positioned the cursor. For example, rows can be inserted above or below the current (active) row, and columns can be inserted to the left or the right of the current (active) column.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_3.pptx...

1 Click in the first cell (empty cell)

You will insert a row above the current row for the heading…

2 Click on the *Table Tools: Layout* tab and click on *Insert Above* in the *Rows & Columns* group

A row will be inserted above the active row…

3 Type **First Quarter Sales**

You will now insert a column…

4 Click anywhere in the text *Germany*, then click *on Insert Right* in the *Rows & Columns* group to insert a column to the right of the active column

5 Click in the empty cell next to *Germany* and type **Canada**, press ↓ and type the data as shown, pressing ↓ to move down to the next cell

2

	US	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

3

First Quarter Sales				
	US	France	Switzerland	Germany
Exports	297	57	185	148
Imports	567	104	323	297
Domestic	23	21	59	41
Total	887	182	567	486

4

First Quarter Sales					
	US	France	Switzerland	Germany	
Exports	297	57	185	148	
Imports	567	104	323	297	
Domestic	23	21	59	41	
Total	887	182	567	486	

5

First Quarter Sales					
	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total	887	182	567	486	65

For Your Reference…

To *insert rows and columns*:

1. Click in the row that will be above or below the new row, or click in the column that will be to the left or right of the new column
2. Click on *Table Tools: Layout* tab, then click on the *Insert Above*, *Insert Below*, *Insert Left* or *Insert Right*

Handy to Know…

- To delete a row or column, click in the row or column that you want to delete, click on the *Table Tools: Layout* tab, then click on *Delete* in the *Rows & Columns* group and select **Delete Columns** or **Delete Rows**.
- You can also right-click in a cell and select to *insert* or *delete* rows and columns.

MERGING AND SPLITTING CELLS

If the default grid-like layout does not suit your requirements, you can *merge* and *split* existing cells. To merge cells is to select two or more cells and merge them to form a single cell. To split cells is to select a cell and then split the cell into two or more cells. Cells will be split within the original cell, so it won't affect the overall table structure.
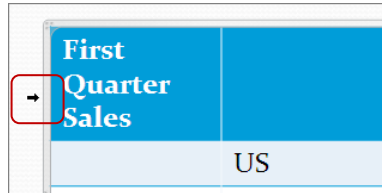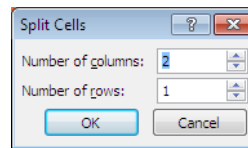
Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_4.pptx...

1. Click anywhere in the table to activate the placeholder if required

2. Move the pointer to the left of the first row so that it changes to an arrow, as shown

3. Click to select the entire row, then click on the **Table Tools: Layout** tab and click on **Merge Cells** in the **Merge** group

   Six cells have now formed a single cell. You will now split a cell into two cells…

4. Click anywhere in the word **Total**, then click on the **Table Tools: Layout** tab and click on **Split Cells** in the **Merge** group to open the **Split Cells** dialog box

5. Ensure that the **Number of columns** is **2** and the **Number of rows** is **1**, then click on **[OK]**

   One cell is now two cells…

6. Click in the empty cell next to **Total** and type **(N)**, then click outside the table to view the result

For Your Reference…

To *merge* cells:

1. Select the row, column or cells to merge, then click on **Merge Cells** on the **Table Tools: Layout** tab

To *split* cells:

1. Click in the cell to split, then click on **Split Cells** on the **Table Tools: Layout tab**

Handy to Know…

- To select multiple cells, click in the first cell that you want to select and drag across or down to select multiple cells, then release the mouse button. You can then merge selected cells. You can also apply formatting and the like to only the selected cells.

RESIZING AND POSITIONING A TABLE

When you insert a table, add data, insert columns and rows and the like, you may find that the table is too big, or the column widths are wider than is needed. It is easy to resize a table by dragging on a placeholder border. Once resized, you may need to reposition the table so that it sits centred on the slide, or in the desired position.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_5.pptx...

1   Click anywhere in the table to display the placeholder border

   You will decrease the width of the table…

2

2   Hover the pointer over the middle placeholder handle on the right placeholder border so that the pointer changes to a double-headed arrow, as shown

3   Click on and drag the border to the left, and when the line is midway between **Germany** and **Canada**, release the mouse button

   The table will be resized. Now we'll reposition the table…

4

4   Repeat step *1* if required, then click on the **Table Tools: Layout** tab, then click on **Align** in the **Arrange** group and select **Align Centre**

   The table will be centred horizontally. We'll centre the table vertically so that it sits exactly in the centre of the slide…

5

5   Click on **Align** in the **Arrange** group and select **Align Middle**

For Your Reference…

To *resize* a table:

1.   Click on a placeholder border handle, then drag the border as required

To *position* a table:

1.   Click in the table, click on the *Layout* tab then click on **Align** in the **Arrange** group and select an alignment option

Handy to Know…

*   To resize to a specific measurement, you can use the tools in the **Table Size** group on the *Layout* tab. Click on **Lock Aspect Ratio** so that it appears with a tick. This means that the table will be resized proportionately (both width and height) when adjusting the **Width** or **Height** in the **Table Size** group.

FORMATTING TABLE DATA

You can format table data in the same way as you format text on slides. You can use any of the tools on the **Font** and **Paragraph** groups on the **Home** tab to format table data. Before you can apply formatting, however, you first need to select the cells that contain the text you want to format. Here you will apply a range of basic font formatting to selected text.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_6.pptx...

1. Move the pointer to the left of the first row, and when the pointer changes to an arrow, click to select the row

   You will increase the font size of the heading…

2. Click on the **Home** tab, then click on the drop arrow ▼ for **Font Size** in the **Font** group and select **28**

3. Repeat step **1** to select row **2**, then click on **Bold** [B] in the **Font** group to apply bold to the text

4. Click in the first cell in row **2**, press [Shift] and click after **19** (last cell, row **5**) to select these four rows, then click on **Decrease Font Size** [A] in the **Font** group to reduce the font size to **16 pt**

   You will now apply automatic formatting to the Total row…

5. Click anywhere in the **Total** row, then click on the **Table Tools: Design** tab and click on **Total Row** in the **Table Style Options** group so that it appears with a tick

   The Total row now stands out from the other rows…

6. Click outside the table to view the result

First Quarter Sales					
	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

2

First Quarter Sales					
	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

4

First Quarter Sales					
	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	**887**	**182**	**567**	**486**	**65**

5

For Your Reference…

To *format table data*:

1. Select the row, column or cells that contain the text you want to format
2. Click on the **Home** tab, then click on the required formatting tools on the **Font** and **Paragraph** groups

Handy to Know…

- You can use the **Select** tool [▼] to select rows or columns. To do this, click anywhere in that row or column, click on the **Table Tools: Layout** tab, click on **Select** [▼] in the **Table** group and select **Select Column** or **Select Row**.

APPLYING BORDERS

The borders that appear within a table will depend on the table style that you have applied. If you have applied a table style that you like but it doesn't have the required borders, you can easily add borders of various widths and colours to suit your needs. To apply borders, you must first select the area to apply the borders to, such as the table, row/s, column/s or cells.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_7.pptx...

1 Move the pointer to the left of the word **US**, and when the pointer changes to an arrow, click and drag down to select the column, as shown

You will apply dotted lines along the left and right borders…

2 Click on the **Table Tools: Design** tab, then click on the drop arrow ▾ for **Pen Style** in the **Draw Borders** group and select the 3rd border option (dotted line)

3 Click on **Pen Colour** ✐▾ in the **Draw Borders** group and click on **Turquoise, Accent 2** (first row)

Now to apply the borders…

4 Click on the drop arrow ▾ for **Borders** in the **Table Styles** group and select **Left Border**

5 Repeat step **4** to apply a **Right Border**, then click outside the table to view the result

6 Repeat steps **1**, **4** and **5** to apply left and right borders to the **Switzerland** column

7 Repeat the above steps to apply a right border to the **Germany** column, then click outside the table to view the result

For Your Reference…

To **apply borders** to a table:

1. Select the required row, column or cells
2. Click on the **Table Tools: Design** tab, then click on **Borders** in the **Table Styles** group and select a border option
3. Click on **Pen Colour** ✐▾ to apply colour

Handy to Know…

- To remove borders from a table, select the table, row, column or cells that contain the border/s you want to remove, click on the **Table Tools: Design** tab, then click on **Borders** in the **Table Styles** group and select **No Border**.

APPLYING SHADING

Shading is often used in a table to make important data stand out, such as headings or figures. As with borders, the shading, or *fill* colour that is applied to your table will depend on the table style you have applied. PowerPoint provides a range of shading options, which include solid colours, as well as *gradient* fills. Shading can be applied or removed to suit your needs.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P808 Tables_8.pptx...*

1. Click anywhere in the *Total* row, click on the *Table Tools: Layout* tab, then click on *Select* in the *Table* group and select **Select Row**

2. Click on the *Table Tools: Design* tab, then click on the drop arrow for *Shading* in the *Table Styles* group to display the colour palette

3. Point to various colours to see them applied temporarily in *Live Preview*

4. Click on *Turquoise, Accent 2* to apply this colour, then click outside the table to view the result

   Now we'll apply a gradient to the first (header) row…

5. Click anywhere in the first row

   As this row is only a single cell, we don't need to select the row first…

6. Click on the drop arrow for *Shading* in the *Table Styles* group, select **Gradient**, then click on *Linear Up* to apply this gradient, then click outside the table to view the result

First Quarter Sales

	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

4

First Quarter Sales

	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

6

For Your Reference…

To *apply shading* to a table:

1. Select the table, row, column or cells that you want to apply shading to
2. Click on the *Table Tools: Design* tab, then click on *Shading* in the *Table Styles* group and select a shading option

Handy to Know…

- To remove shading from a table, select the table, row, column or cells that contain the shading you want to remove, click on the *Table Tools: Design* tab, then click on *Shading* in the *Table Styles* group and select **No Fill.**

ADJUSTING COLUMN WIDTHS

When you create a table in PowerPoint, all columns are of equal width. As you insert and format text, such as increasing the font size, for example, the column width adjusts to fit the text – for the most part. You may find that you need to make manual adjustments to your columns to better fit the text. You can also ensure even distribution of columns within the table.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_9.pptx...

1. Click in the table, then click on the **Table Tools: Layout** tab and click on **Distribute Columns** ⊞ in the **Cell Size** group

   By using this option first, PowerPoint should do most of the work to autofit the text. But we'll still need to manually adjust the columns for Switzerland and Germany…

2. Hover the pointer over the border between **Switzerland** and **Germany** so that the pointer changes to a resize pointer ↔, then double-click on the border

   The column is expanded to fit the text…

3. Repeat step **2** to autofit the **Germany** column

   We'll need to reposition the table again…

4. Click on the **Table Tools: Layout** tab, then click on **Align** in the **Arrange** group and select **Align Centre**

5. Click on the **Table Tools: Layout** tab, then click on **Align** in the **Arrange** group and select **Align Middle**

First Quarter Sales

		US	France	Switzerl and	Germa ny	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	**(N)**	**887**	**182**	**567**	**486**	**65**

1

First Quarter Sales

		US	France	Switzerland	Germa ny	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	**(N)**	**887**	**182**	**567**	**486**	**65**

2

First Quarter Sales

		US	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	**(N)**	**887**	**182**	**567**	**486**	**65**

3

For Your Reference…

To **adjust column widths**:

- Double-click on the border to autofit the column to fit the text, or
- Click on and drag the column border to the left or right, or
- Select the column, then specify the **Width** in the **Cell Size** group on the **Layout** tab

Handy to Know…

- For precise adjustment, click on and drag the border left or right, then release the mouse button when the indicator (dotted line) is at the desired position. Or, select the column, click on the **Table Tools: Layout** tab, then click on the up ▲ or down ▼ arrows for **Width** in the **Cell Size** group as required.

ADJUSTING ROW HEIGHT

When you create tables in PowerPoint, the height of each row will depend on the applied table style, as well as the size of the font applied to the table cells. If you increase the font size, for example, the row height will increase accordingly. However, you may want to increase the row height so that data on that row stands out, for example, or so the data is better aligned within the cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file *P808 Tables_10.pptx...*

1 Click in the table if required to activate the placeholder

First we'll distribute the rows evenly to see what sort of result we get…

2 Click on the **Table Tools: Layout** tab, then click on **Distribute Rows** in the **Cell Size** group to distribute the rows evenly

More space around the data means the data within is easier to see. Now we'll adjust the top row to make it larger than the other rows…

3 Hover the pointer on the bottom border of the top row so that the pointer changes to a resize pointer, as shown

4 Click on and drag down slightly, and release the mouse button when the row height is as shown

We'll need to reposition the table again…

5 Click on the **Table Tools: Layout** tab, then click on **Align** in the **Arrange** group and select **Align Centre**

6 Click on **Align** again and select **Align Middle**

First Quarter Sales		US	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
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Domestic		23	21	59	41	19
Total	(N)	887	182	567	486	65

2

3

First Quarter Sales		US	France	Switzerland	Germany	Canada
Exports		297	57	185	148	22
Imports		567	104	323	297	24
Domestic		23	21	59	41	19
Total	(N)	887	182	567	486	65

4

For Your Reference…

To *adjust row heights*:

- Double-click on the border to autofit the row to fit the text, or
- Click on and drag the row border up or down, or
- Select the column, then specify the *Height* in the *Cell Size* group on the *Layout* tab

Handy to Know…

- For precise adjustment, click in or select the row to adjust, click on the *Table Tools: Layout* tab, then click on the up or down arrows for *Height* in the *Cell Size* group as required.

ALIGNING TABLE DATA

It is important to ensure that your table data is lined up. The audience must be able to see which data belongs to which column or row. Although PowerPoint provides a range of alignment tools on the **Paragraph** group, it's best to work with the alignment tools on the **Table Tools: Layout** tab when aligning data in tables. Data can be aligned **horizontally** or **vertically** within a cell.

Try This Yourself:

Same File

Continue using the previous file with this exercise, or open the file P808 Tables_11.pptx...

1. Click in the table if required, click on the **Table Tools: Layout** tab, then click on **Select** in the **Table** group and select **Select Table** to select the table

   First we'll align all data vertically in the table…

2. Click on the **Layout** tab, then click on **Centre Vertically** in the **Alignment** group to centre the text vertically in the table

   Now we'll centre some of the data so that it lines up with the column headings…

3. Click in the cell titled **US**, press [Shift] and click in the last cell (**65**) to select all cells in between, as shown

4. Click on the **Layout** tab, then click on **Centre** in the **Alignment** group to centre the data in these cells, then click outside the table to view the result

5. Save and close the presentation

First Quarter Sales

	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
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Total (N)	887	182	567	486	65

First Quarter Sales

	US	France	Switzerland	Germany	Canada
Exports	297	57	185	148	22
Imports	567	104	323	297	24
Domestic	23	21	59	41	19
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First Quarter Sales

	US	France	Switzerland	Germany	Canada
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Domestic	23	21	59	41	19
Total (N)	887	182	567	486	65

For Your Reference…

To **align table data**:

1. Select the cells with the data to align, then:
   - Click on **Align Top**, **Centre Vertically** or **Align Bottom** on the **Layout** tab to align data vertically, or
   - Click on **Align Left**, **Centre** or **Align Right** on the **Layout** tab to align data horizontally

Handy to Know…

- Another useful tool on the **Alignment** group is the **Text Direction** tool. You can rotate selected text to **90°** or **270°**, or you can select to **stack** characters on top of one another. Changing text direction might be required when the text doesn't fit the column, but the column cannot be adjusted.