

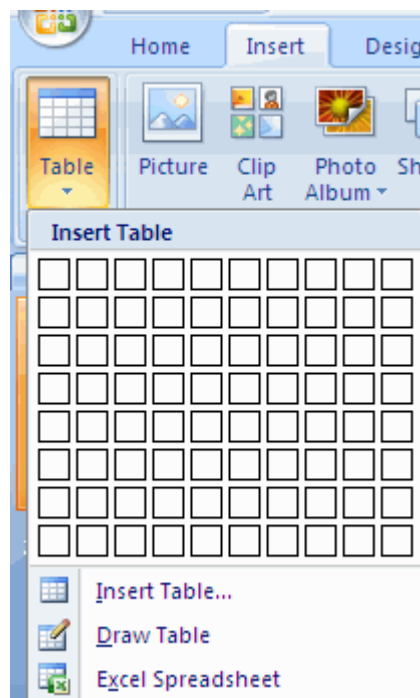
## PowerPoint 2007- Tables

Tables are used to display data in a table format.

### Create a Table

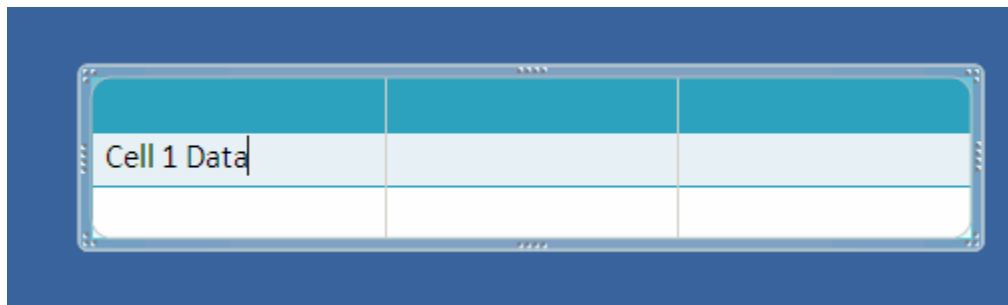
To create a table:

- Place the cursor on the page where you want the new table
- Click the **Insert** Tab of the Ribbon
- Click the **Tables** Button on the Tables Group. You can create a table one of four ways:
  - Highlight the number of row and columns
  - Click **Insert Table** and enter the number of rows and columns
  - Click the **Draw Table**, create your table by clicking and entering the rows and columns
  - Click **Excel Spreadsheet** and enter data



### Enter Data in a Table

Place the cursor in the cell where you wish to enter the information. Begin typing.



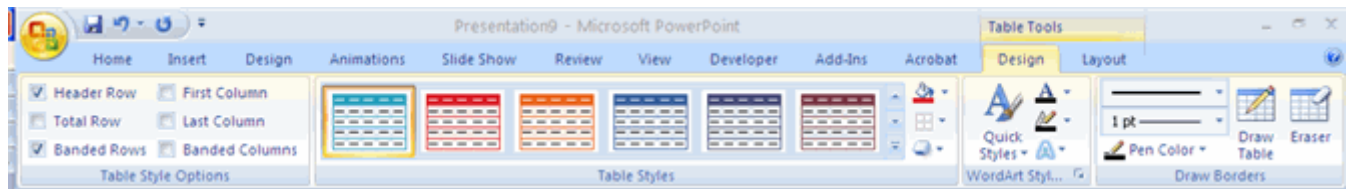
## Modify the Table Structure and Format a Table

To modify the structure of a table:

- Click the table and notice that you have two new tabs on the Ribbon: **Design** and **Layout**. These pertain to the table design and layout.

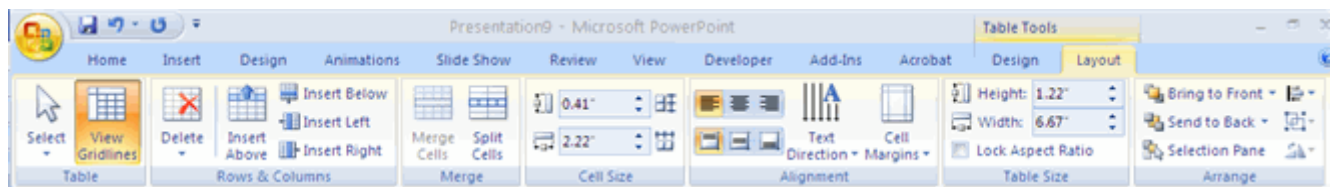
On the Design Tab, you can choose:

- **Table Style Options**
- **Table Styles**
- **Draw Borders**



To format a table, click the table and then click the **Layout** Tab on the Ribbon. This Layout tab allows you to:

- **View Gridlines** and **Properties** (from the Table Group)
- **Insert Rows** and **Columns** (from the Rows & Columns Group)
- **Delete** the Table, Rows and/or Columns (from the Rows & Columns Group)
- **Merge** or **Split** Cells (from the Merge Group)
- Increase and decrease **cell size** (Cell Size Group)
- **Align text** within the cells and change text directions (Alignment Group)



## Insert a Table from Word or Excel

- Open the Word document or Excel worksheet
- Select the **chart**
- Click **Copy** on the Home tab
- Go to the **PowerPoint** document where you want the chart located
- Click **Paste** on the Home tab

