

# Table Layouts

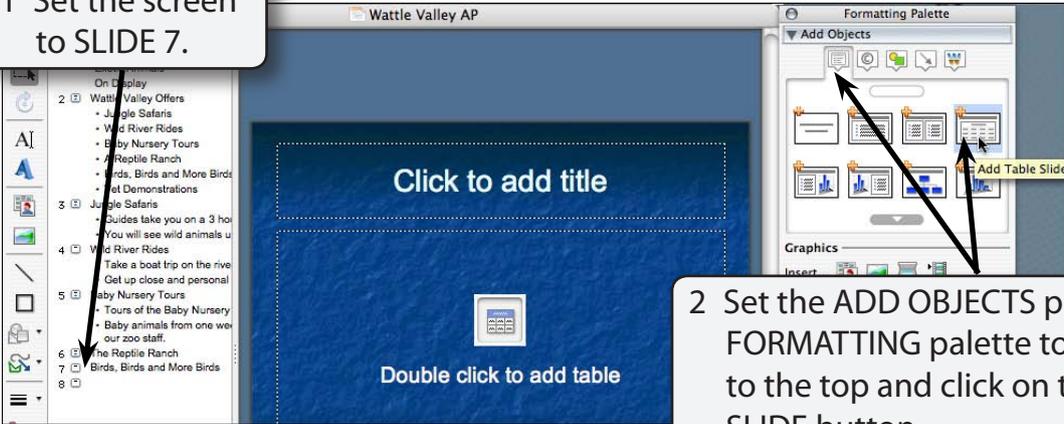
Table layouts allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. Let's provide a table for the Wattle Valley Animal Park that indicates the times and locations that the Vet demonstrations take place.

## Loading the Presentation

- 1 Load Microsoft PowerPoint and select OK to the PROJECT GALLERY screen, or close the current presentation.
- 2 Display the FILE menu and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

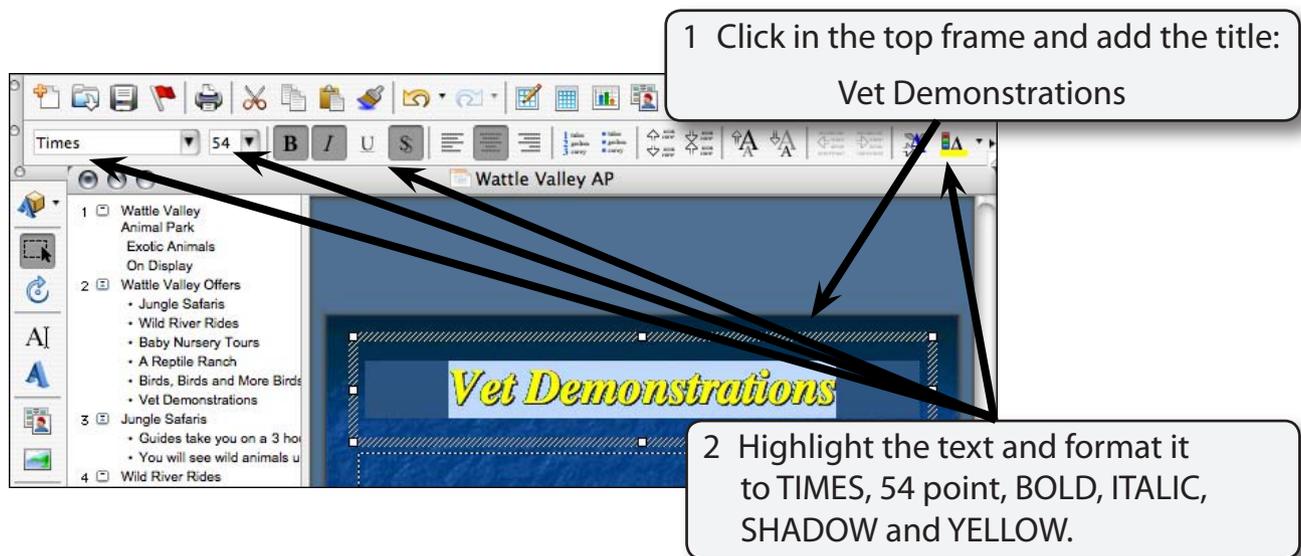
## Selecting the Layout

1 Set the screen to SLIDE 7.



2 Set the ADD OBJECTS panel of the FORMATTING palette to SLIDES, scroll to the top and click on the ADD TABLE SLIDE button.

## Entering the Slide Title



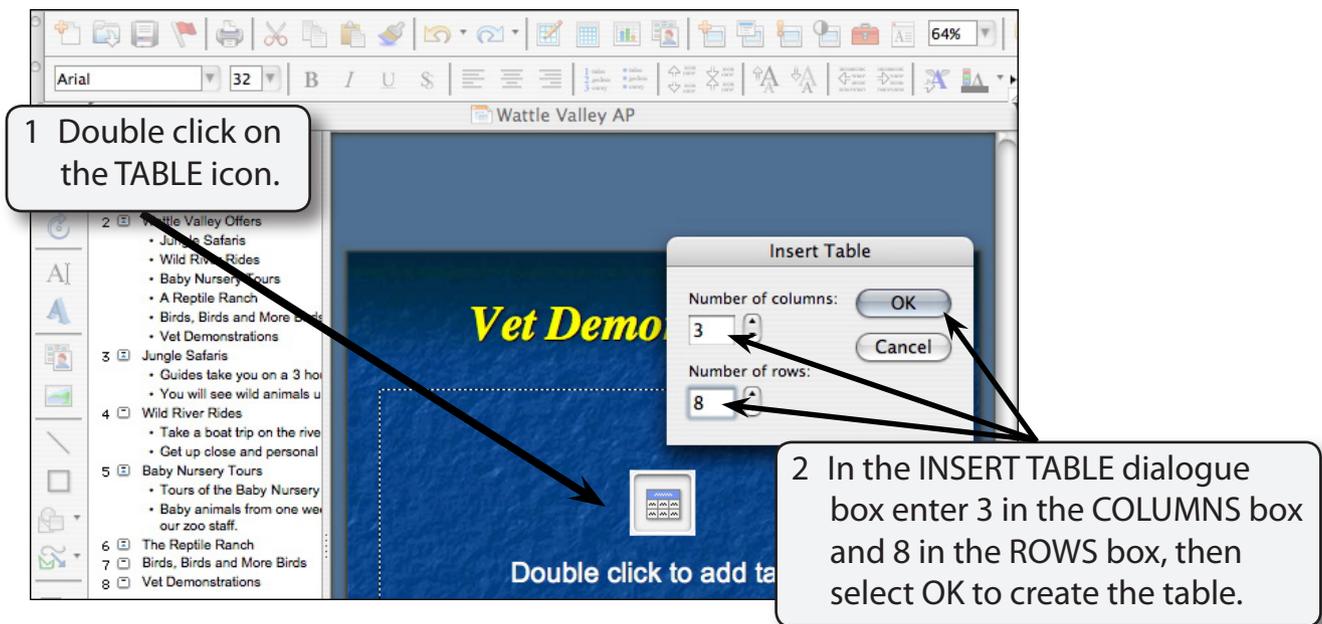
1 Click in the top frame and add the title:  
**Vet Demonstrations**

2 Highlight the text and format it to TIMES, 54 point, BOLD, ITALIC, SHADOW and YELLOW.

The screenshot shows the PowerPoint 2004 interface. The title bar reads 'Wattle Valley AP'. The slide content area has a blue background with the text 'Vet Demonstrations' in yellow, bold, italicized font with a drop shadow. The left sidebar shows a list of slide topics. The top menu bar is visible with the font set to Times, size 54, and bold, italic, and shadow formatting options selected.

## Adding the Table

A table with 3 columns and 8 rows will be required.



1 Double click on the TABLE icon.

2 In the INSERT TABLE dialogue box enter 3 in the COLUMNS box and 8 in the ROWS box, then select OK to create the table.

The screenshot shows the PowerPoint 2004 interface. The title bar reads 'Wattle Valley AP'. The slide content area has a blue background with the text 'Vet Demo' in yellow. The left sidebar shows a list of slide topics. The top menu bar is visible with the font set to Arial, size 32, and bold, italic, and shadow formatting options selected. An 'Insert Table' dialog box is open, showing 'Number of columns: 3' and 'Number of rows: 8'. The 'OK' button is highlighted. A table icon is visible in the bottom right corner of the slide area.

## Entering the Table Items

Enter the values shown in the diagram. You can press the TAB key to move the cursor to the next cell after an entry.

Day	Times	Location
Weekdays	9:00 - 11:00	Nursery
	2:00 - 4:00	Animal Hospital
Saturday	9:00 - 11:00	Reptile Ranch
	1:00 - 3:00	Animal Hospital
Sunday	1:00 - 3:00	Animal Hospital

## Formatting the Text

Text in a table is formatted using the FORMATTING Tool Bar, the FORMATTING palette and the TABLE AND BORDERS Tool Bar, which is added to the screen when you insert a table.

1 Highlight the top row of the table by dragging the mouse across its values and set the text to BOLD, CENTRE and YELLOW.

2 Highlight the rest of the table and set the text to 24 point, BOLD, LIGHT GREEN and use the TABLES AND BORDERS Tool Bar to select CENTRE VERTICALLY.

Day	Times	
Weekdays	9:00 - 11:00	Nursery
	2:00 - 4:00	Animal Hospital
Saturday	9:00 - 11:00	Reptile Ranch
	1:00 - 3:00	Animal Hospital
Sunday	1:00 - 3:00	Animal Hospital

**NOTE: Centre Vertically centres the values down the cell rather than across.**

## Column Widths

You can adjust the width of columns. The first two columns are a little too wide, and the third column is too narrow.

1 Move the pointer over the border between the DAY and TIMES headings.

2 Drag the column to the left about half a centimetre.

Day	Times	Location
Weekdays	9:00 - 11:00	Nursery
	2:00 - 4:00	Animal Hospital