

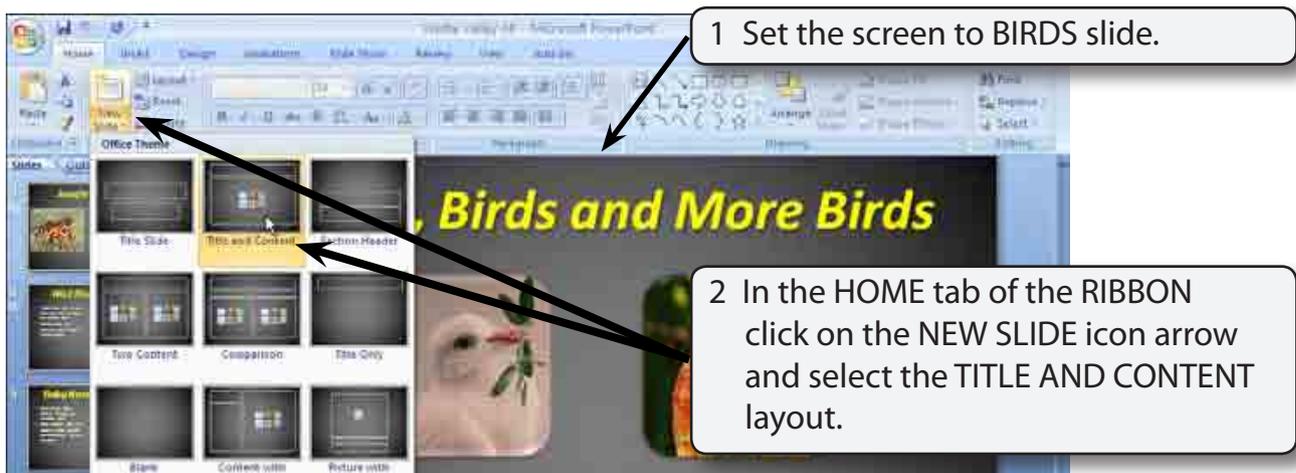
## Inserting Tables in Slides

Tables 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 or close the current presentation.
- 2 Click on the OFFICE BUTTON and select OPEN.
- 3 Access your STORAGE folder and open the WATTLE VALLEY AP file.

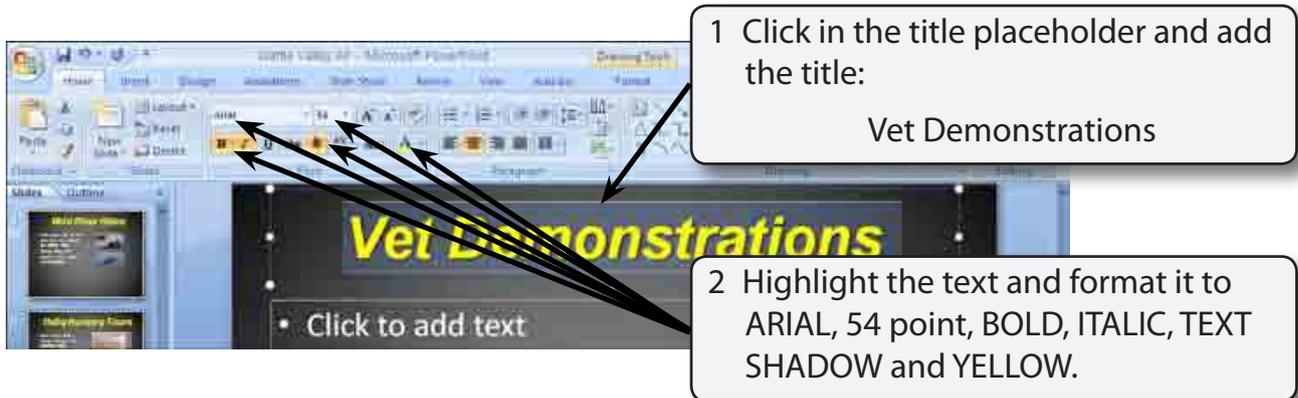
### Selecting the Layout



1 Set the screen to BIRDS slide.

2 In the HOME tab of the RIBBON click on the NEW SLIDE icon arrow and select the TITLE AND CONTENT layout.

## Entering the Slide Title

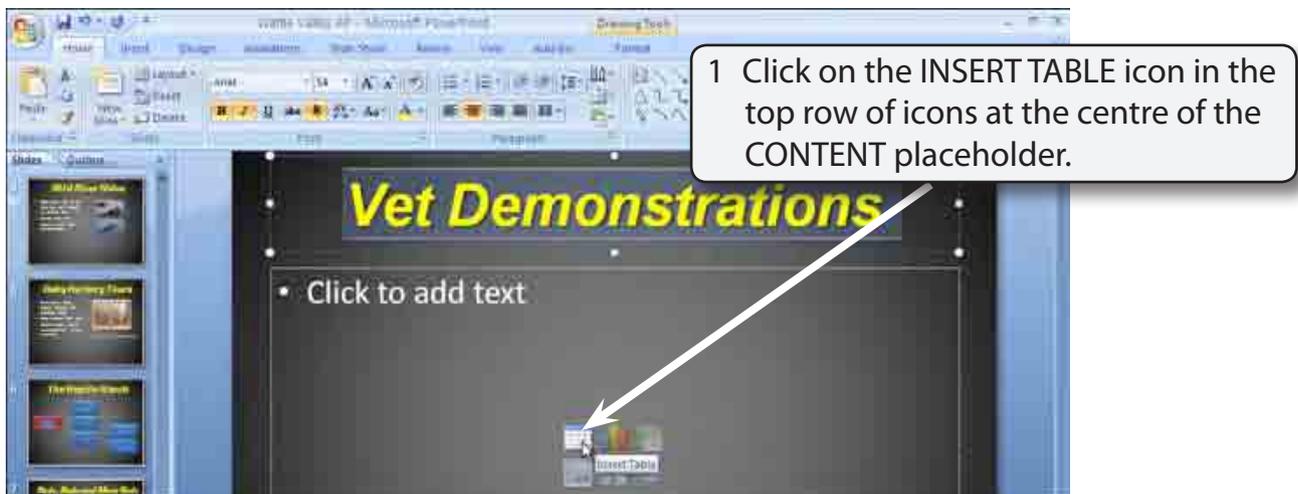


1 Click in the title placeholder and add the title:  
Vet Demonstrations

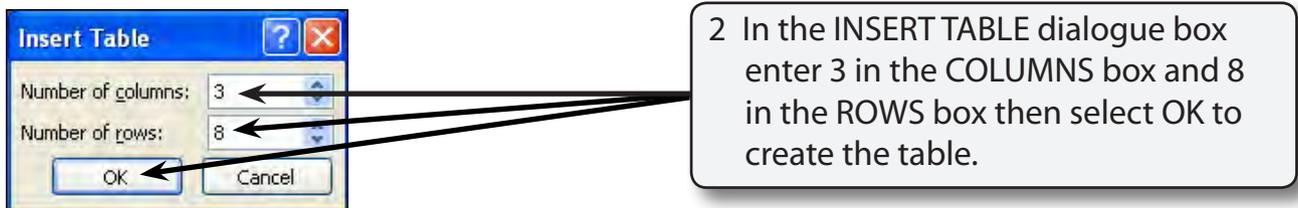
2 Highlight the text and format it to ARIAL, 54 point, BOLD, ITALIC, TEXT SHADOW and YELLOW.

## Adding the Table

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



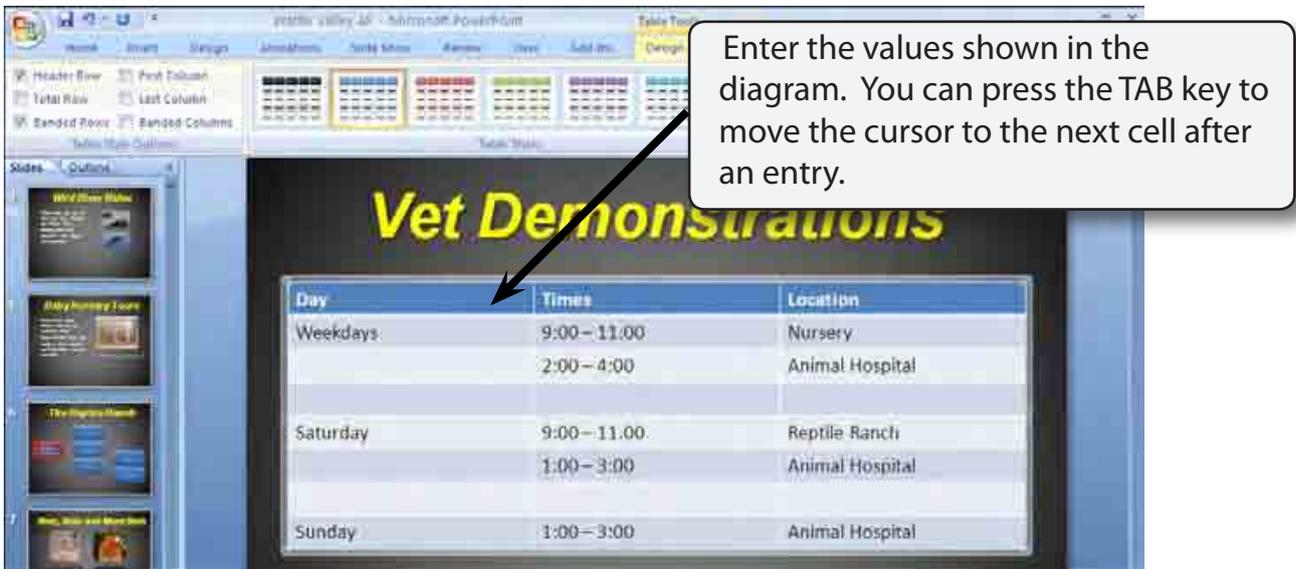
1 Click on the INSERT TABLE icon in the top row of icons at the centre of the CONTENT placeholder.



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.

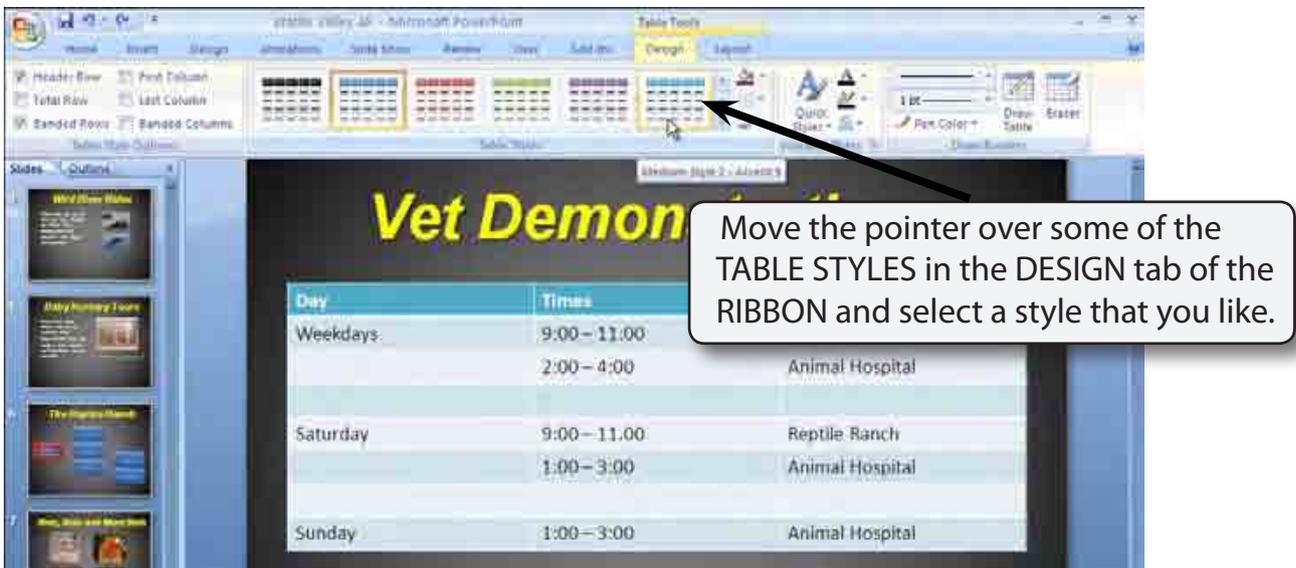
**NOTE:** You can also insert a table into a slide using the TABLE icon in the INSERT tab of the RIBBON.

## Entering the Table Items



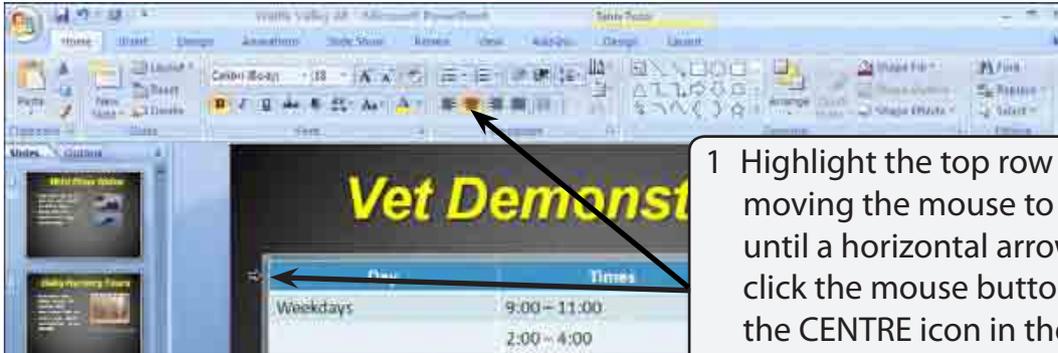
## The Table Styles

When you insert a table into a slide it is formatted to a shaded blue title bar and alternate shadings of rows. You can alter this style using the preset styles that PowerPoint provides or by changing each section manually.

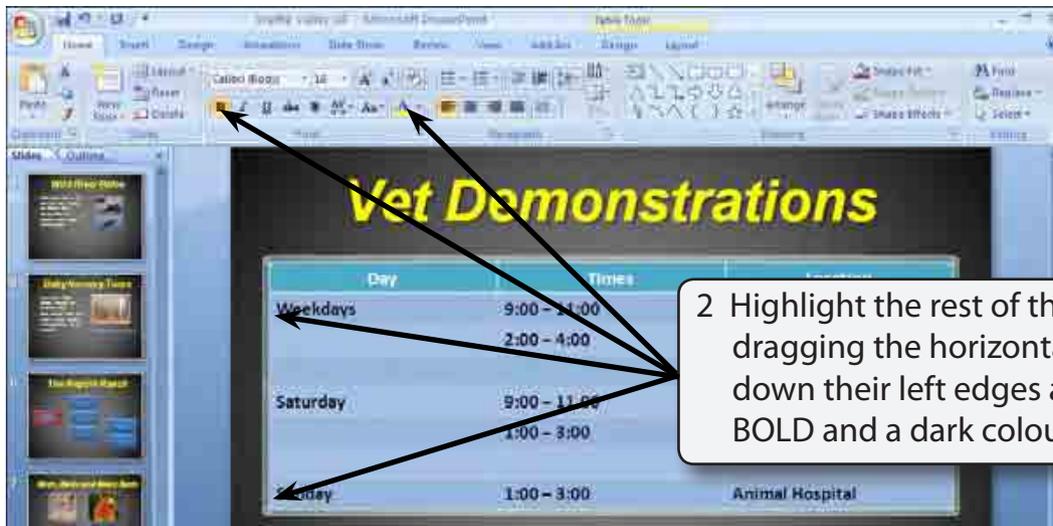


## Formatting the Text

Text in a table is formatted using the HOME tab of the RIBBON or the MINI TOOLBAR.



1 Highlight the top row of the table by moving the mouse to its left edge until a horizontal arrow appears and click the mouse button, then click on the CENTRE icon in the HOME tab to centre the headings.



2 Highlight the rest of the rows by dragging the horizontal pointer down their left edges and set the text BOLD and a dark colour.

3 Click outside the table to remove the highlight.