

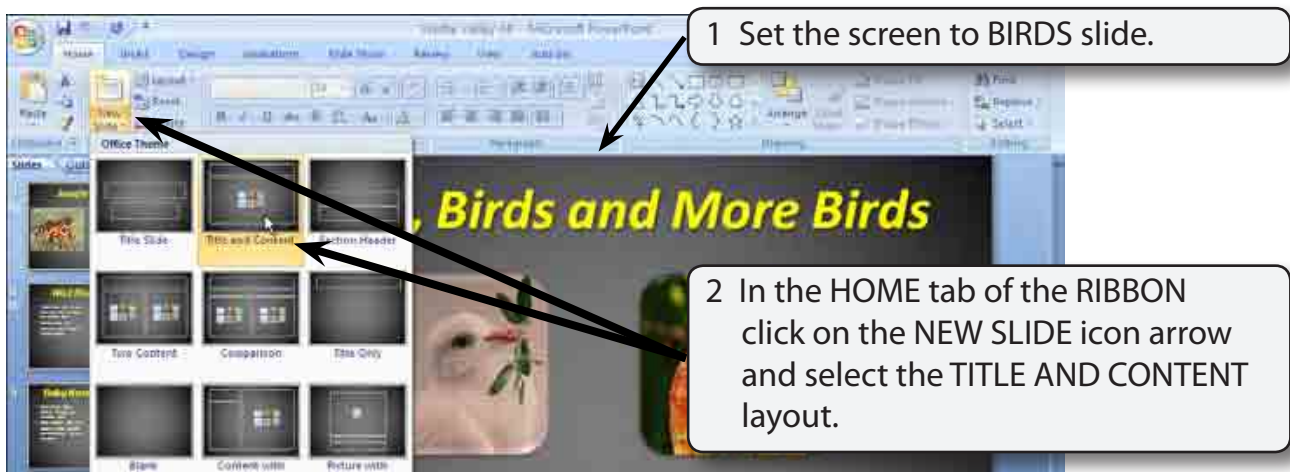
Inserting Tables in Slides

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



Entering the Slide Title

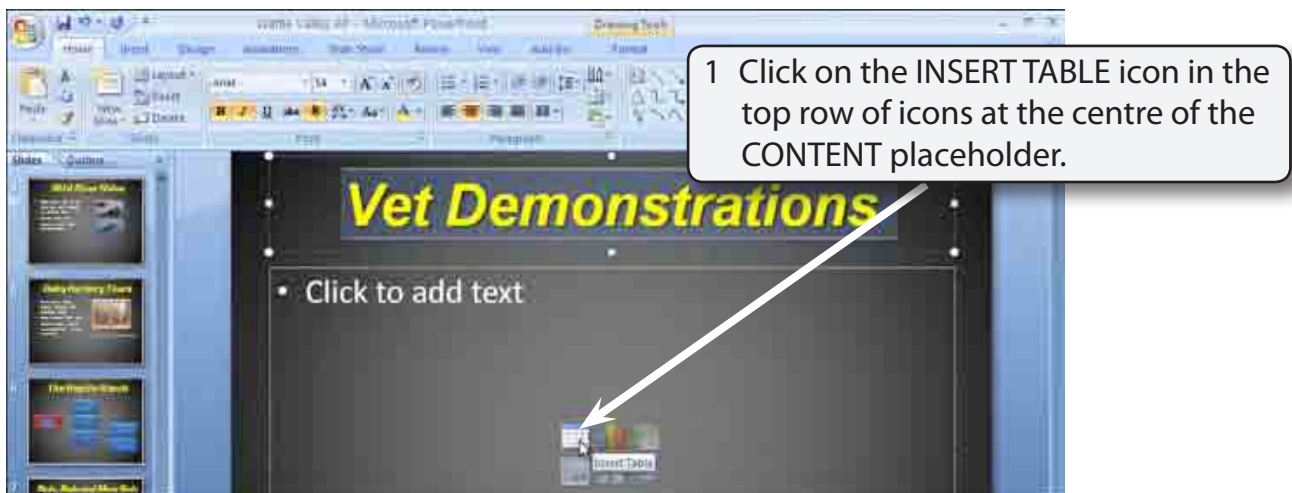


1 Click in the title placeholder and add the title:
Vet Demonstrations

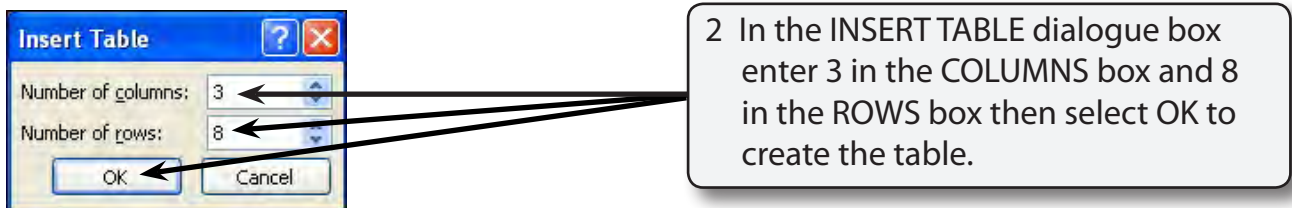
2 Highlight the text and format it to ARIAL, 54 point, BOLD, ITALIC, TEXT SHADOW and YELLOW.

Adding the Table

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



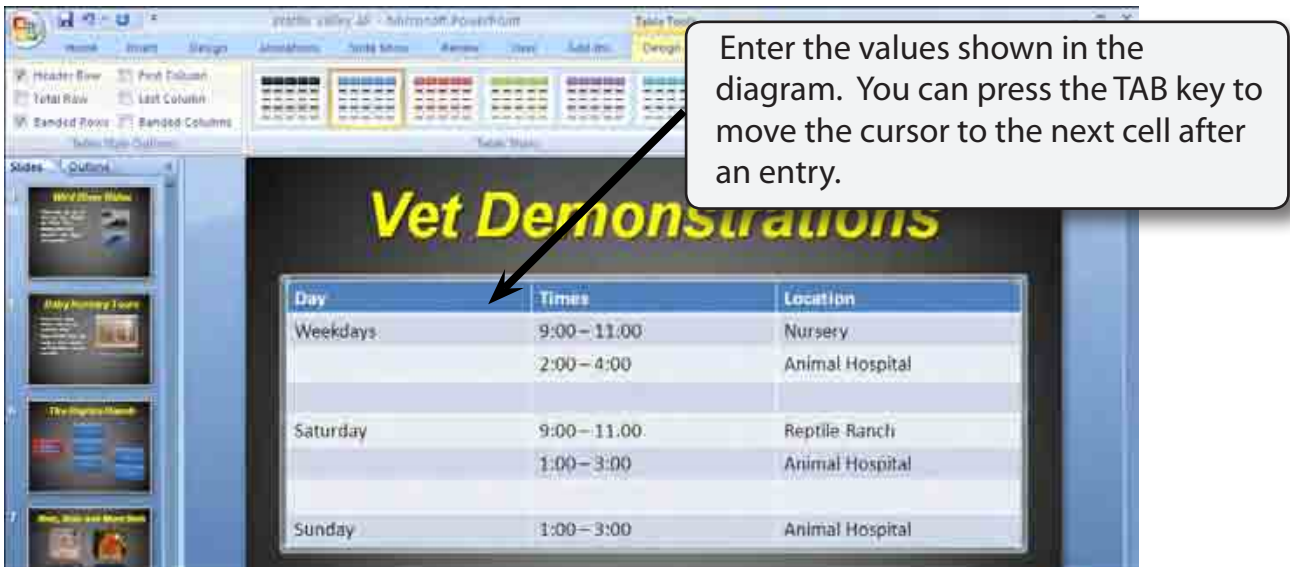
1 Click on the INSERT TABLE icon in the top row of icons at the centre of the CONTENT placeholder.



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.

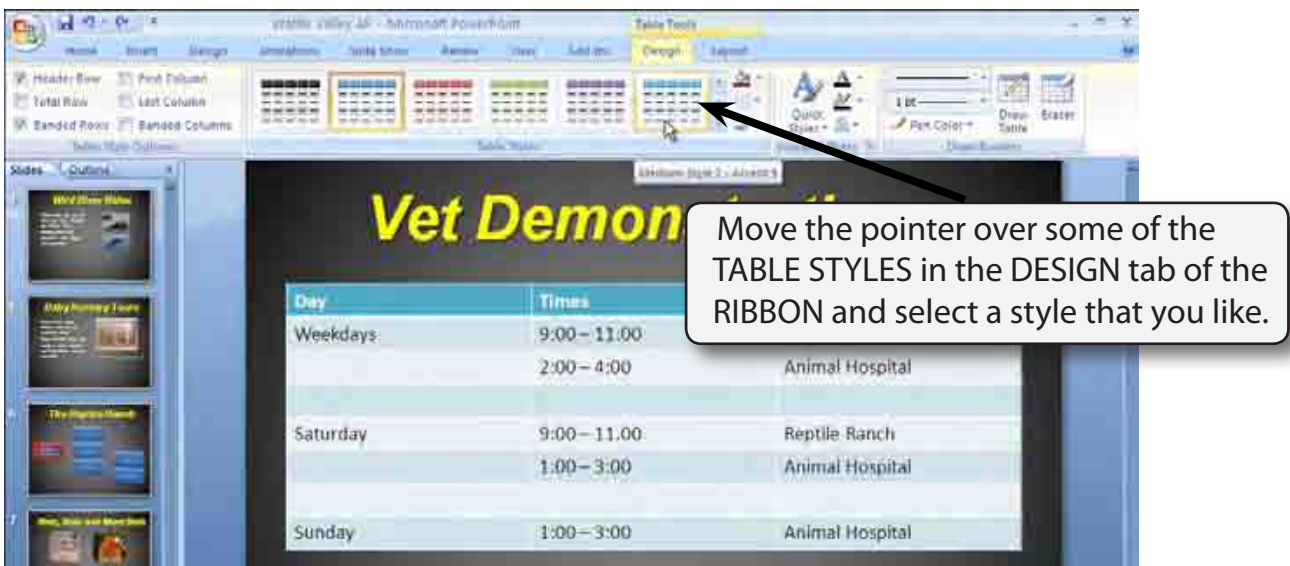
NOTE: You can also insert a table into a slide using the TABLE icon in the INSERT tab of the RIBBON.

Entering the Table Items



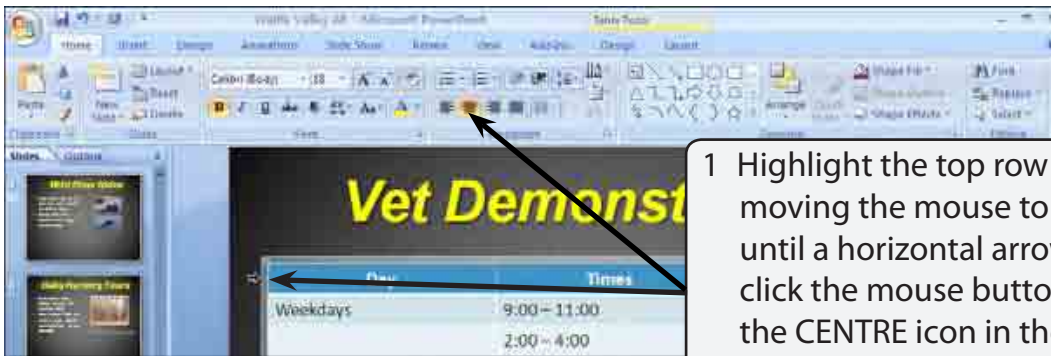
The Table Styles

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.

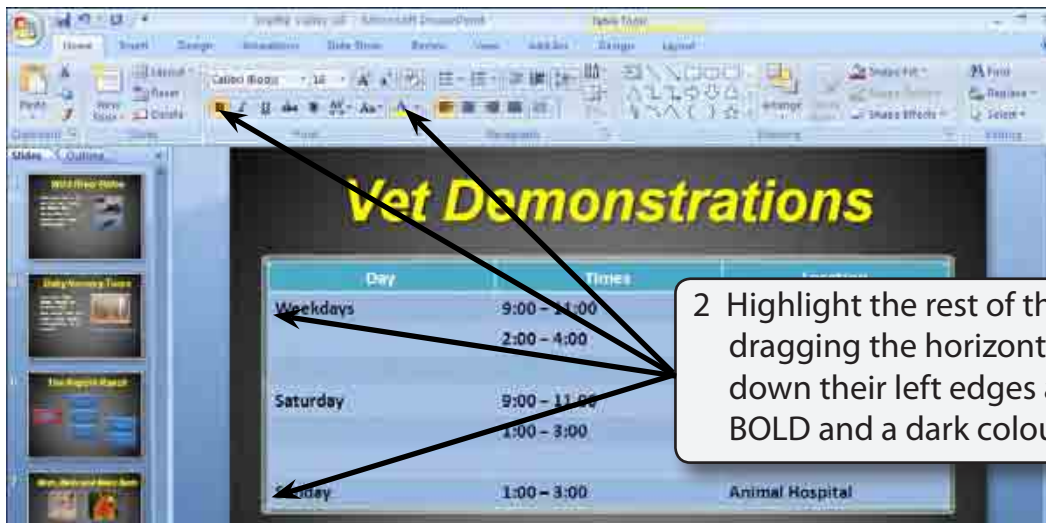


Formatting the Text

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.