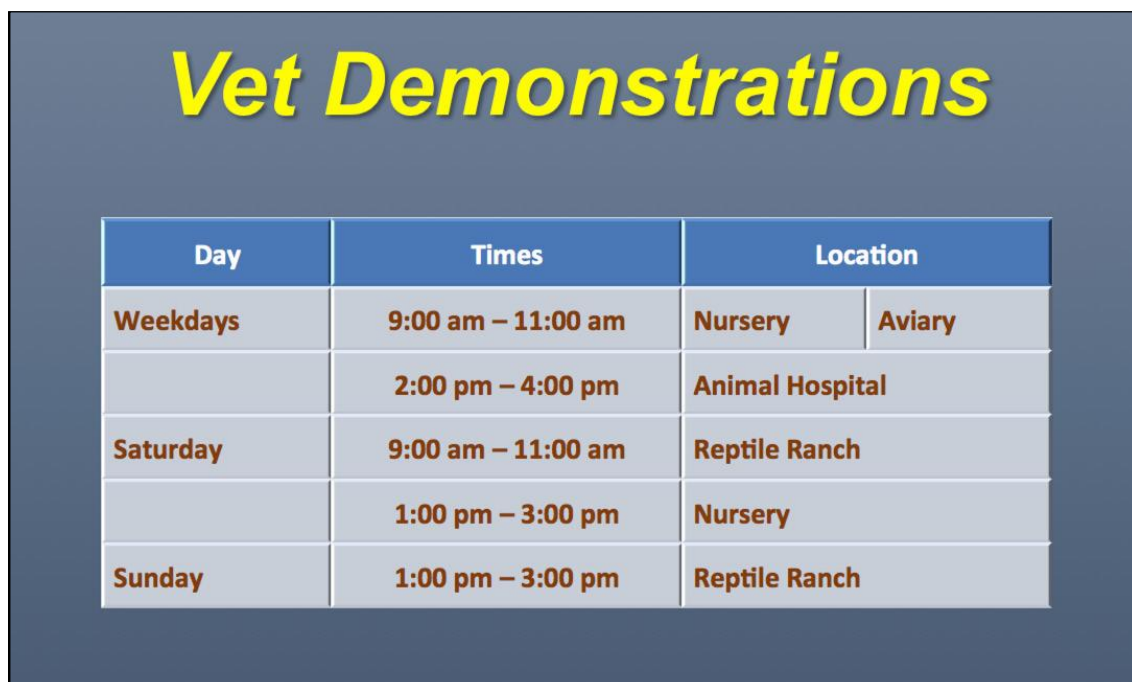# Presentations Exercise 11

Inserting Tables

Tables allow you to place text in rows and columns. They are an excellent way to display detailed information neatly. In this case a table for the Wattle Valley Animal Park is required to show the times and locations that the Vet demonstrations take place.

1   Open the BIRDS slide in your Wattle Valley Animal Park presentation, insert a NEW SLIDE and select the TITLE AND CONTENT layout.

2   Use the following diagram as a guide as you complete the slide.

Vet Demonstrations

Day	Times	Location	
Weekdays	9:00 am – 11:00 am	Nursery	Aviary
	2:00 pm – 4:00 pm	Animal Hospital	
Saturday	9:00 am – 11:00 am	Reptile Ranch	
	1:00 pm – 3:00 pm	Nursery	
Sunday	1:00 pm – 3:00 pm	Reptile Ranch	

3   Enter the slide title in the top placeholder and format the text appropriately.

4   Insert a table with 3 columns and 6 rows then SPLIT the right cell in the second row into 2 cells.

5   Enter the table text and format it appropriately.

6   Adjust the width of the columns and height of the rows so that the text is displayed neatly.

7   Apply a style to the table. You can also apply shading to specific cells and adjust the colour of the cell borders.

8   Preview the slide to check it.