Lesson 6: Present Content in Tables Microsoft PowerPoint 2016

In this chapter, you will learn how to
Set up presentations for delivery.
- Insert tables.
- Format tables.

**TASK 1 – 5 POINTS** You need the WaterSaving presentation located in the Computer Concepts class webpage to complete this exercise. Open the presentation, and then follow the steps.

1. Display slide 13, which has the Title And Content layout.
2. In the content placeholder, click the Insert Table button to open the Insert Table dialog box.

   ![Insert Table dialog box](image)

   *In the Insert Table dialog box, you specify the number of columns and rows the table should initially contain.*

3. Leave the setting in the Number of columns box at 5, but change the setting in the Number of rows box to 3.
4. Click OK to insert a blank table with five columns and three rows.

5. Click the first cell of the second column, type: **Winter**, press **TAB** type: **Spring**, press **TAB**, type: **Summer**, and press **TAB**. Then type: **Fall**, and press **TAB** again to move the cursor to the first cell of the second row.
6. Type the following, pressing **TAB** after each entry:
   
   **Minimum** 18 41 73 43
   **Average** 29 57 89 54
   
   *Notice that when you press Tab after the last entry, PowerPoint adds a new row to the table.*
7. Type the following, pressing **TAB** after each entry except the last:
Maximum 40 72 105 65

Let's add a new row above the headings.

8. Click anywhere in the heading row, and then on the LAYOUT TOOL tab, in the Rows & Columns group, click the Insert Above button.

9. Click the second cell in the new row, hold down the SHIFT key, and then press the Right Arrow key three times.

10. With four cells selected, in the Merge group, click the Merge Cells button.

11. In the merged cell, type: Seasonal temperatures.

12. Without moving the cursor, in the Alignment group, click the Center button.

Now let's move the table.

13. Point to the frame of the table (but NOT to a sizing handle). Then drag the table downward so that it sits in about the center of the space between the title and the footer.

14. Click a blank area of the slide to deactivate the table.

15. Display slide 13, and click anywhere in the table to activate it, if necessary.

16. On the DESIGN TOOL tab, in the Table Style Options group, clear the Banded Rows check box to make all rows except the title row the same color.

17. In the Table Style Options group, select the First Column check box to make that column and its text the same colors as the title.
18. In the Table Styles group, click the More button to display a menu containing the Table Styles gallery.

19. Drag the bottom border of the gallery upward until the table is visible.

20. Point to various table styles to preview their effects on the table, and then in the Medium area, click the fifth thumbnail in the second row (Medium Style 2 - Accent 4).

Now let’s experiment by formatting individual cells.

21. Drag across the cells containing the Winter, Spring, Summer, and Fall headings to select them.

22. On the DESIGN TOOL tab, in the Table Styles group, click the Shading arrow, and then in the Theme Colors palette, click the green swatch at the top of the third column (Light Green, Background 2).

23. Click the cell containing 105, click the Shading arrow, and then in the Theme Colors palette, click the orange swatch at the top of the seventh column (Orange, Accent 3).

24. Click the cell containing 18, click the Shading arrow, and below the palettes in the menu, click More Fill Colors. Then on the Standard page of the Colors dialog box, click a pale blue color near the center of the color wheel, and click OK.

25. Select Seasonal Temperatures, and then in the WordArt Styles group, click the Quick Styles button to display its gallery. Then click the fifth thumbnail in the third row (Fill – Light Green, Background 2, Inner Shadow).

26. Repeat step 25 to format: Minimum, Average, and Maximum.
Let’s add a border to the table.

27. On the LAYOUT TOOL tab, in the Table group, click the Select button, and then click Select Table.
28. On the DESIGN TOOL tab, in the Table Styles group, click the Borders arrow, and then click Outside Borders. Click anywhere on the slide, outside the table, to review your changes.

After experimenting, let’s try a simpler look. We’ll apply a table style to clear the cell formatting but leave the text effects applied to the top row and first column.

29. Click anywhere in the table, and display the Table Styles gallery. Then, in the Medium area, click the third thumbnail in the second row (Medium Style 2 – Accent 2).

30. Preview the presentation in Backstage view.
31. Click the Header and Footer link under the Settings section and insert STUDENT NAME in the Footer. Click Apply To All.
32. In the Settings section, type: 13 in the Slides box.
33. Print the slide and staple to your Lesson 6 Organizer.
34. Close the presentation, saving your changes.

A simple approach makes the column and row headings stand out.

<table>
<thead>
<tr>
<th>Seasonal temperatures</th>
<th>Winter</th>
<th>Spring</th>
<th>Summer</th>
<th>Fall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum</td>
<td>18</td>
<td>41</td>
<td>73</td>
<td>43</td>
</tr>
<tr>
<td>Average</td>
<td>29</td>
<td>57</td>
<td>89</td>
<td>54</td>
</tr>
<tr>
<td>Maximum</td>
<td>40</td>
<td>72</td>
<td>105</td>
<td>65</td>
</tr>
</tbody>
</table>

Temperature Range

A simple approach makes the column and row headings stand out.