

11.6: Create Tables

Learning Objectives

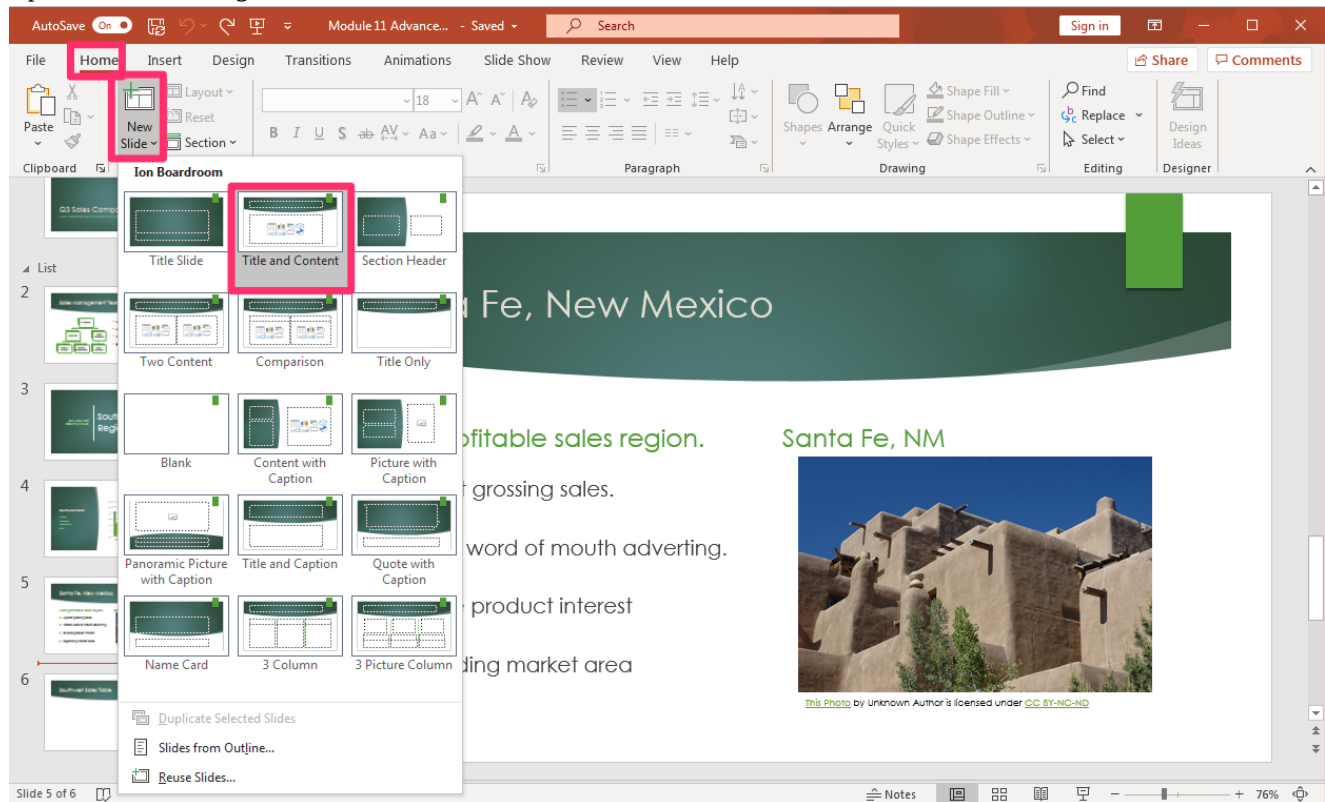
- Create tables in slides

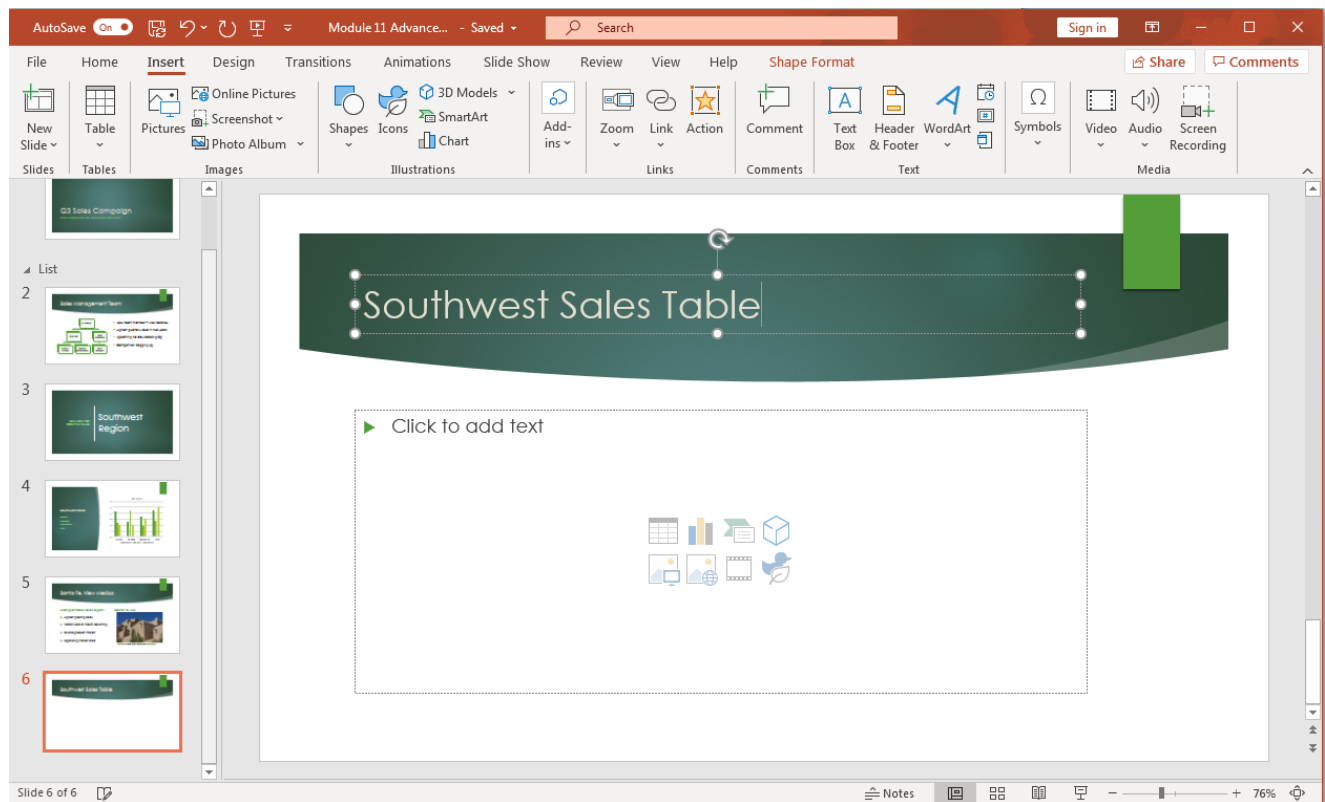
Creating tables in PowerPoint supports conveying data, financials or information about products, sales, services, or almost anything. The most effective use of a table in PowerPoint is its ability to compare information at a glance. At the same time, creating large, hyper detailed tables in a presentation can backfire and generate frustration since most presentations move quickly or are projected at a distance making it harder to read quickly. The most effective use of a table in a presentation is as a summary of simple comparative information.

There are the four methods that PowerPoint provides to add tables into a presentation. Let's take a look at each method.

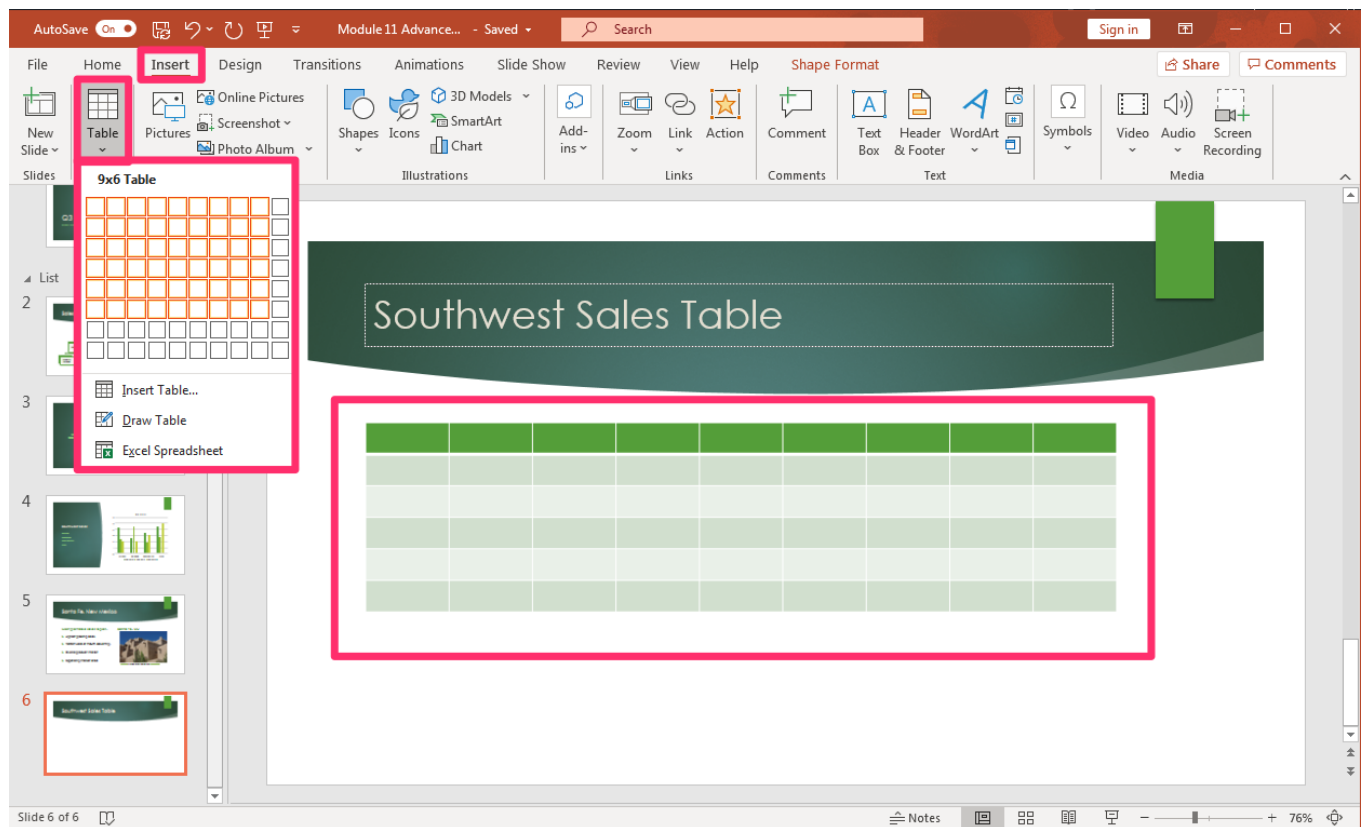
First Method

1. Open a new slide using the **Table and Content** slide. Enter the Title of the slide, then click on the **Insert** tab.



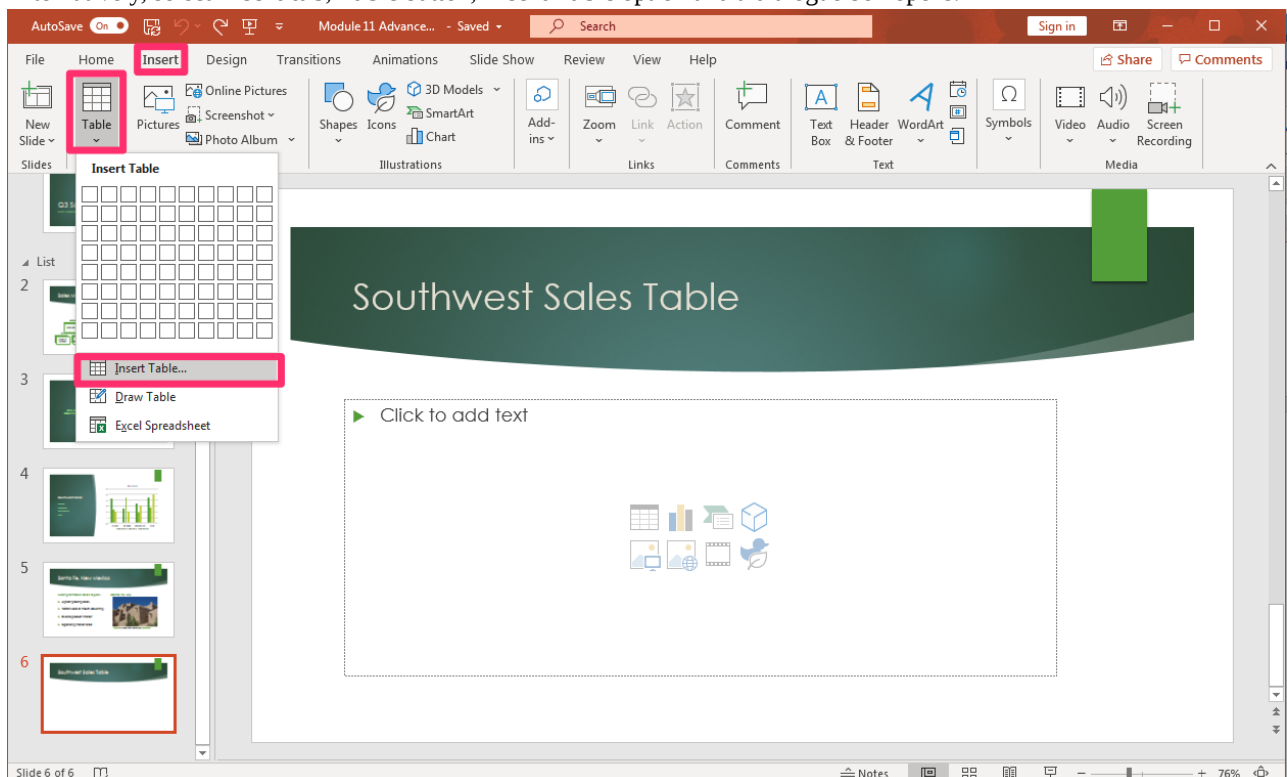


2. Select the **Table** button and drag the cursor over the number of rows and columns you want to use in the slide. The table will now appear in the slide, colored in the presentation theme colors.
 1. Type the information into the table.
 2. If you wish to add an extra row, a short-cut way is to place the cursor in the bottom right, last cell and press the **tab** key. A new row is now created in the table.

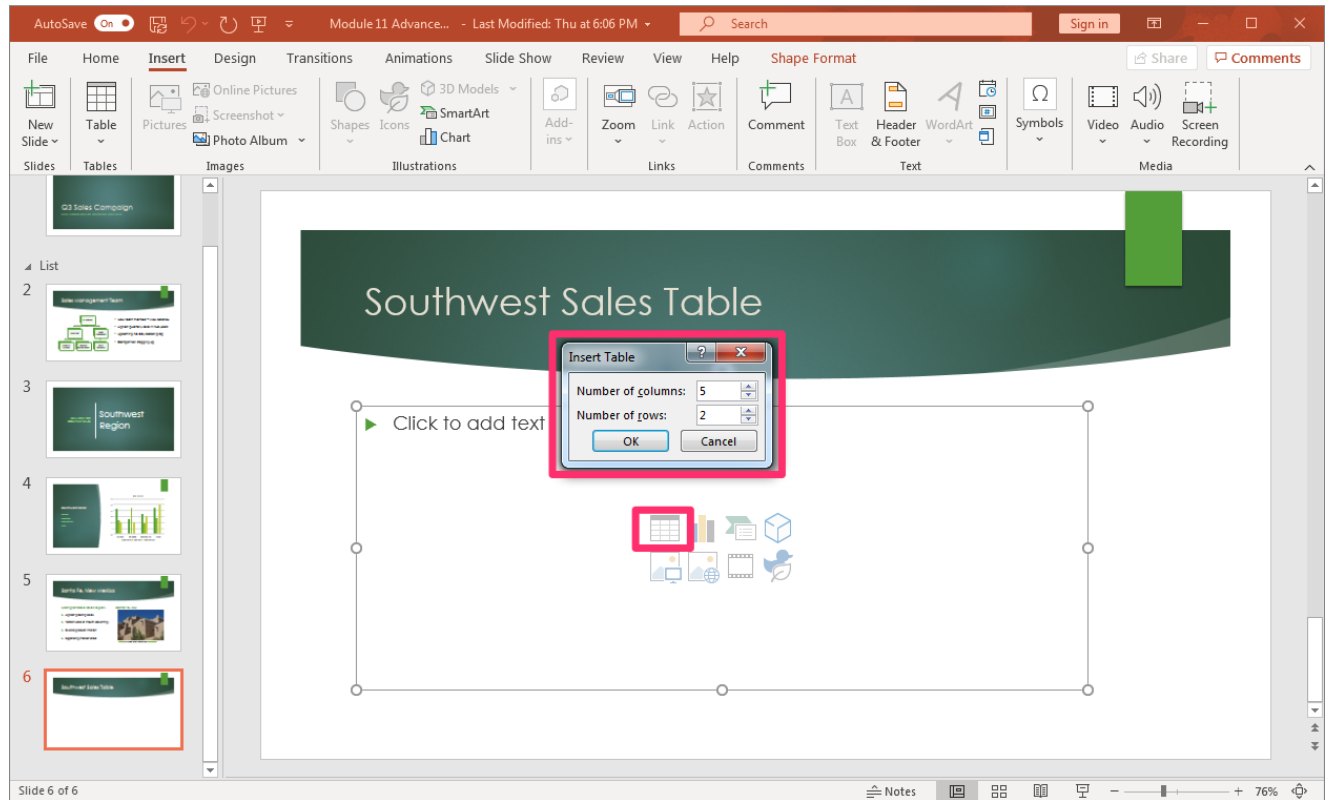


Second Method

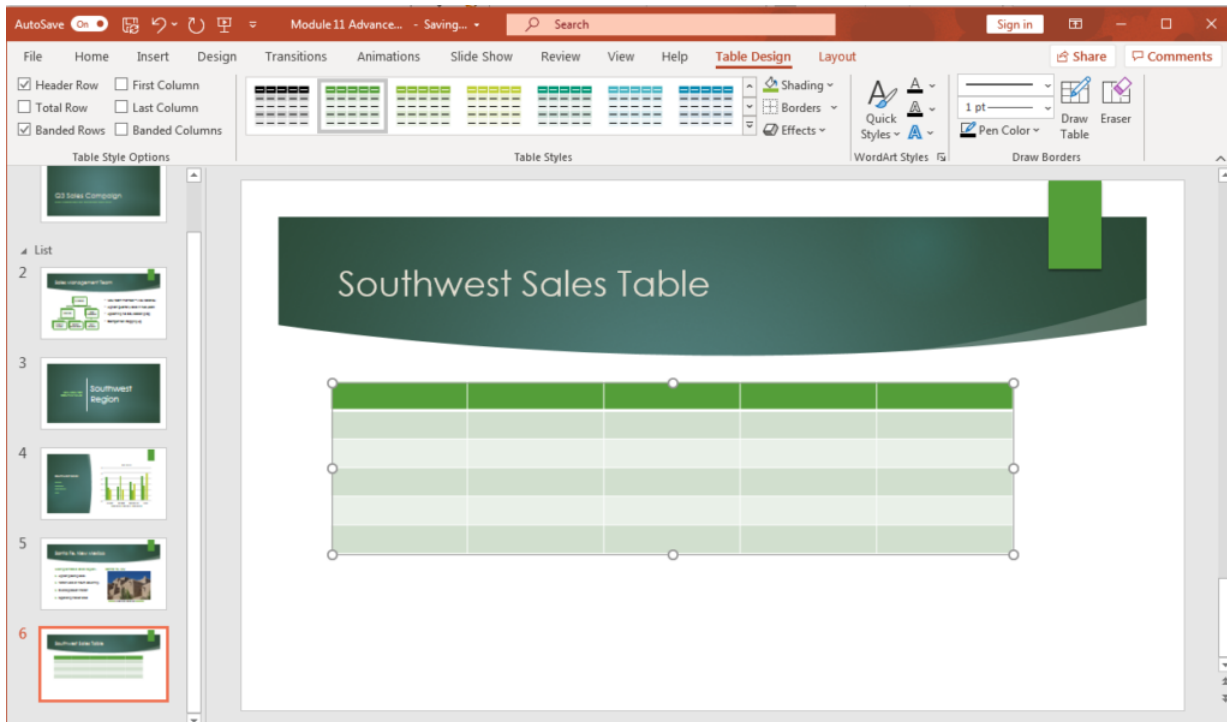
1. Another way to insert a table in a PowerPoint slide is to go to **Insert tab** and insert a **new slide**.
2. This time click on the **small table icon** in the center.
 - Alternatively, select **Insert tab**, **Table** button, **Insert Table** option and a dialogue box opens.



3. Once the **Insert Table** dialog box opens, enter the number of columns and rows for the table, click **OK**.

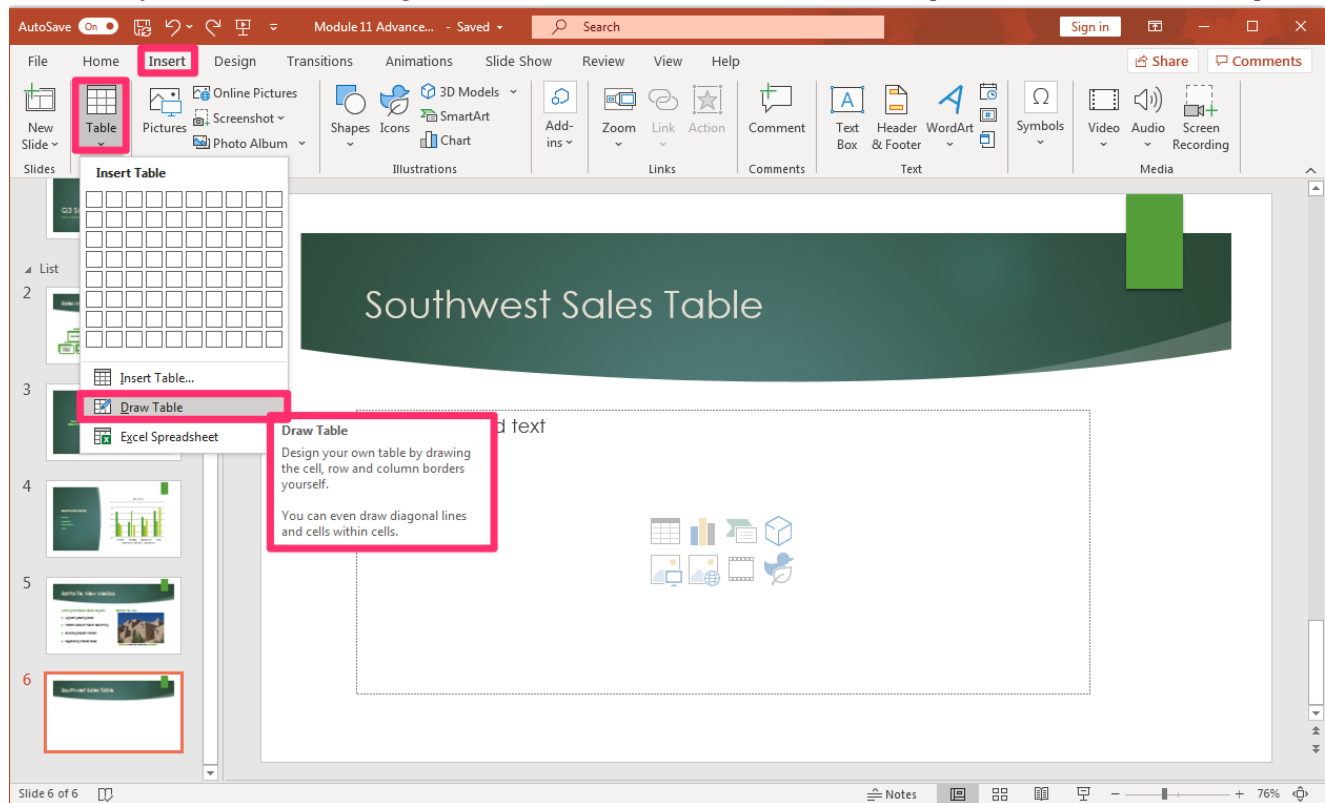


4. A new, empty table will open in the center of the slide ready for data input. Notice two new tabs opened in the menu above the ribbon as well; Table Design and Layout. Here styles can be changed, shading, SmartArt, and borders, as well as a host of other table layout options to change a table to suite the presentation best.

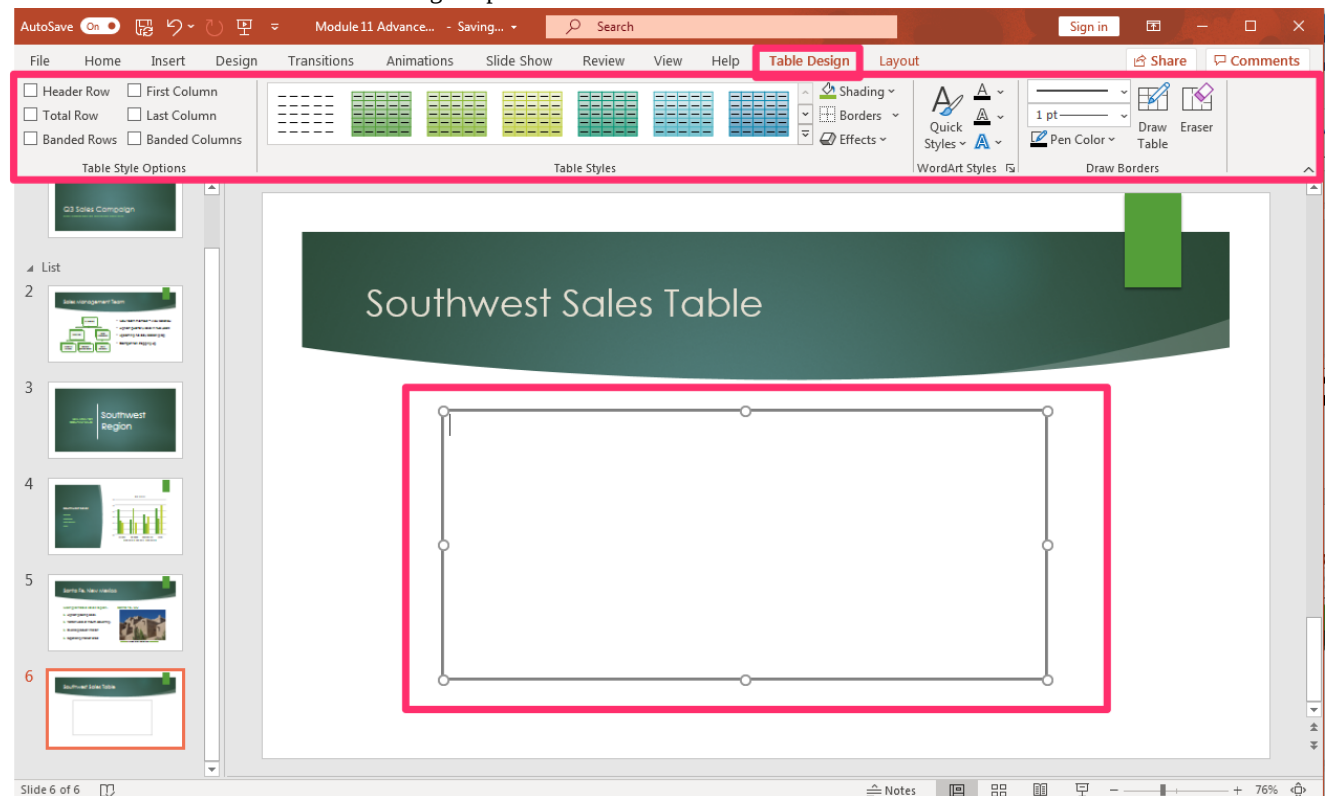


Third Method

1. The third way to create a new table is go to **Insert** tab, **Table** button, select **Draw Table** option and the cursor becomes a pencil.

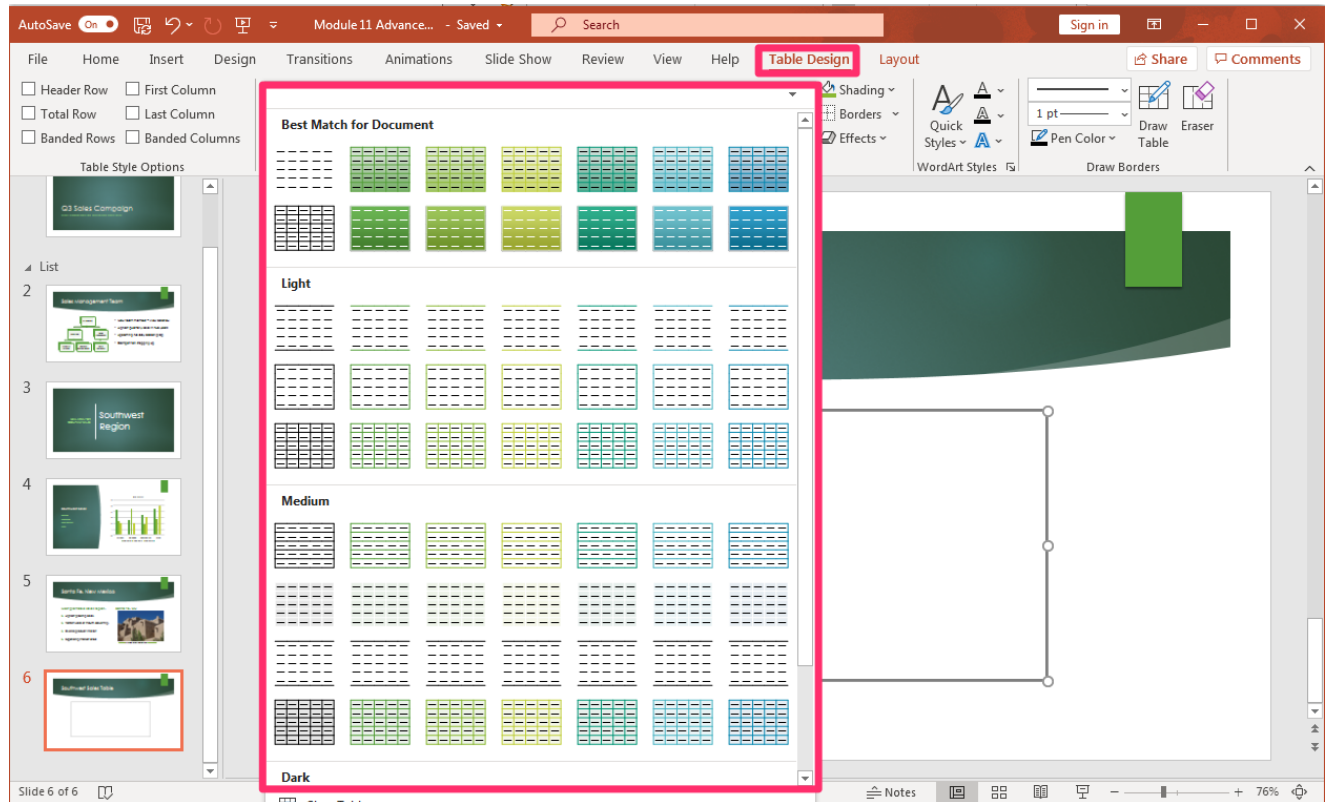


2. Hold down the left mouse button and drag the pencil cursor to fit the size of table desired within the slide.



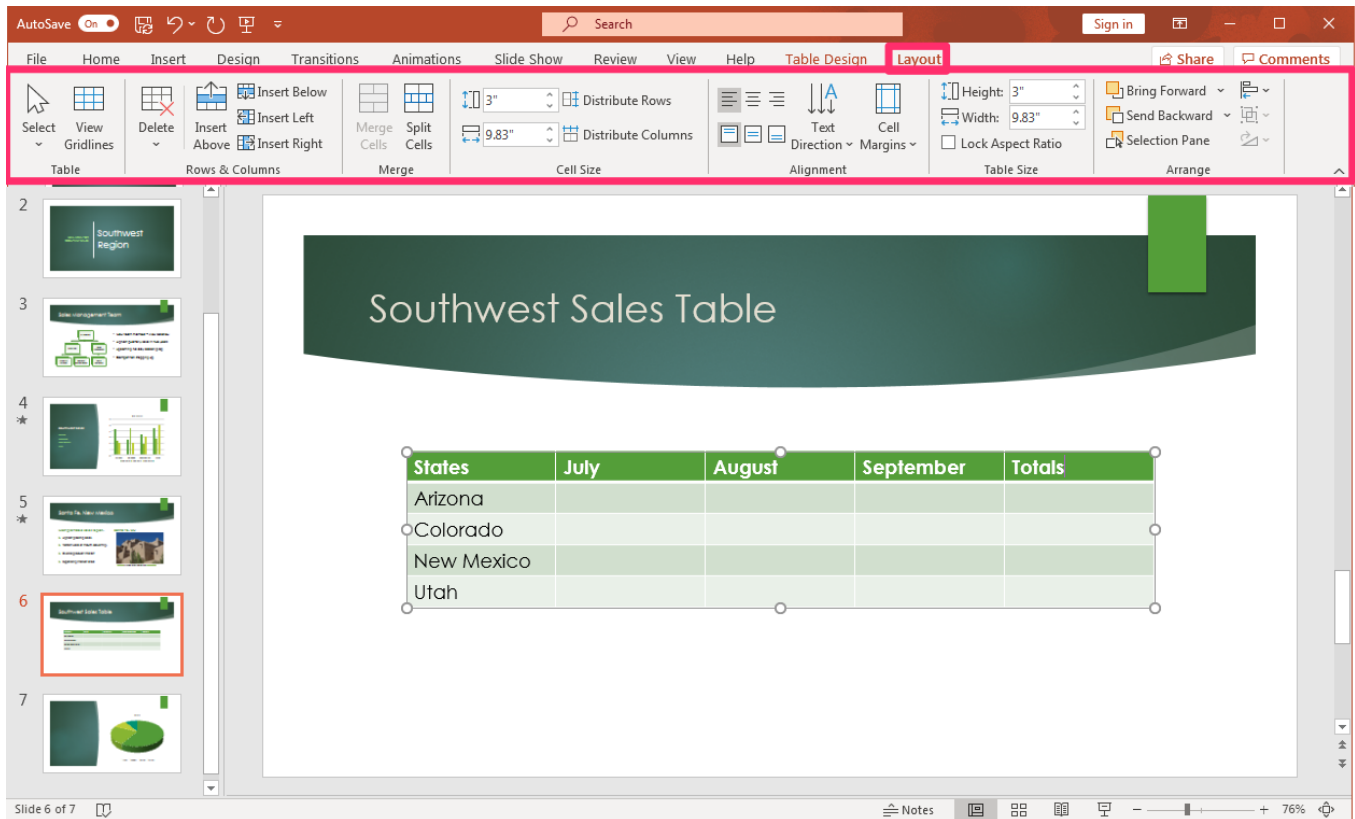
3. Once the table is created, PowerPoint opens the two additional tabs; Table Design and Layout.

4. The Table Design tab contains options to change the table style, effects, shading, borders and WordArt styles.



5. The Layout tab allows you to work on the rows and columns, merge cells, change cell size, alignment, the table size and arranging the table position.

1. Tables function the same in PowerPoint as they do in Word with creating, entering data, changing layout or colors or boarder styles.
2. A table in PowerPoint can also be treated like an object or graphic and brought forward, back, or rearranged like a drawing through the Arrange group.



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Table: Select, View Gridlines, Delete, Insert Below, Insert Above, Insert Left, Insert Right, Merge Cells, Split Cells, Distribute Rows, Distribute Columns, Cell Size, Alignment, Text Direction, Margins, Cell, Table Size, Height, Width, Lock Aspect Ratio, Arrange: Bring Forward, Send Backward, Selection Pane, Comments

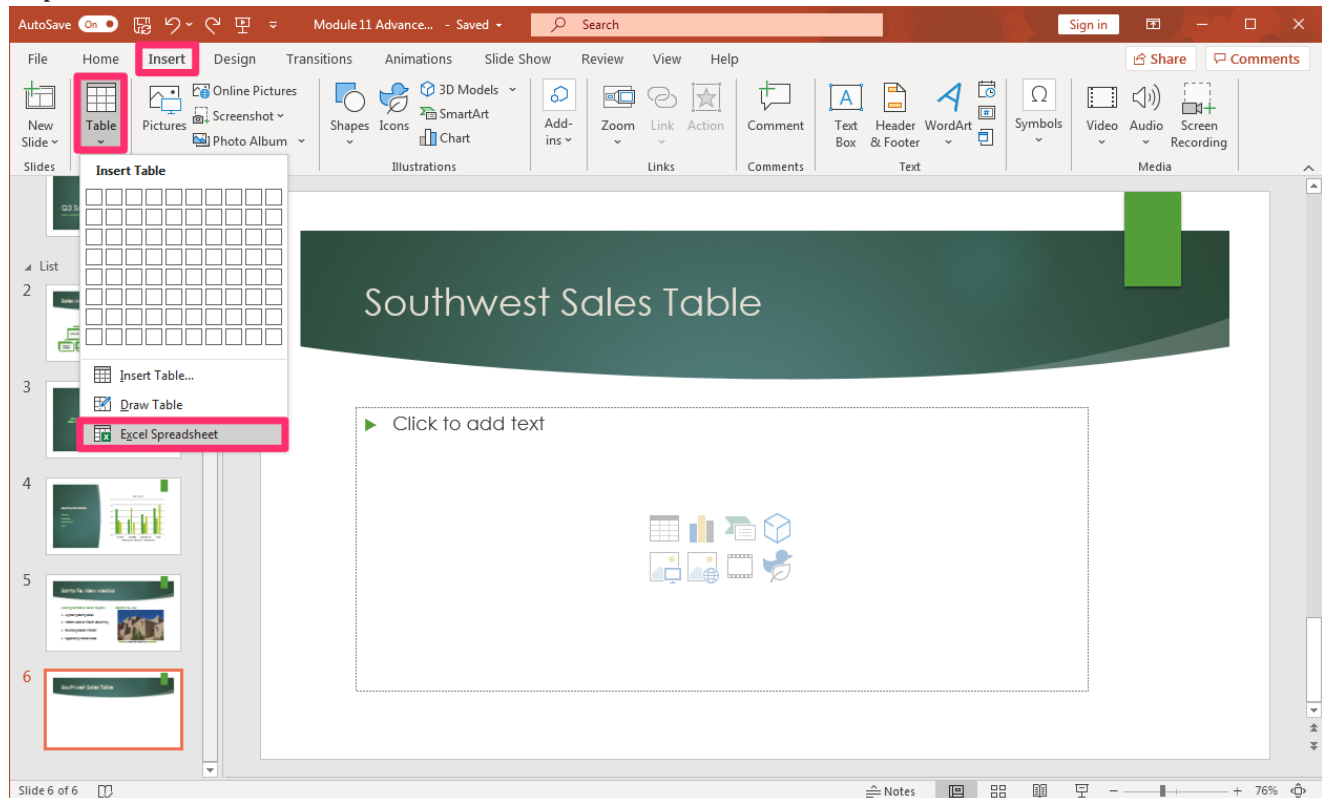
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Southwest Sales Table

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

Fourth Method

1. The last way to create a table in PowerPoint is to select the Excel table option in the **Insert, Table, Excel Spreadsheet** in the dropdown menu.



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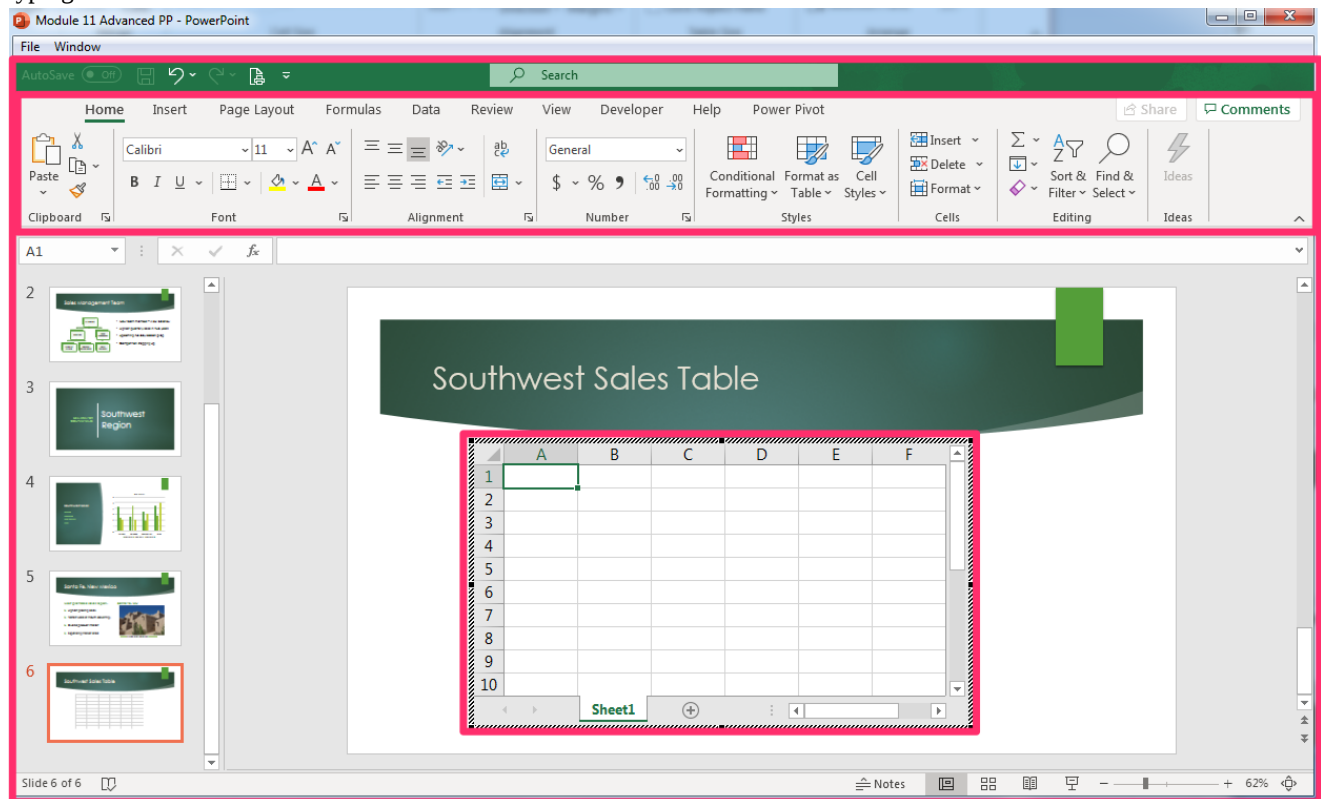
Table: New Slide, Table, Online Pictures, Pictures, Screenshot, Photo Album, Shapes, Icons, SmartArt, Chart, Illustrations, Add-ins, Zoom, Link, Action, Comments, Text Box, Header & Footer, WordArt, Text, Symbols, Video, Audio, Screen Recording, Media

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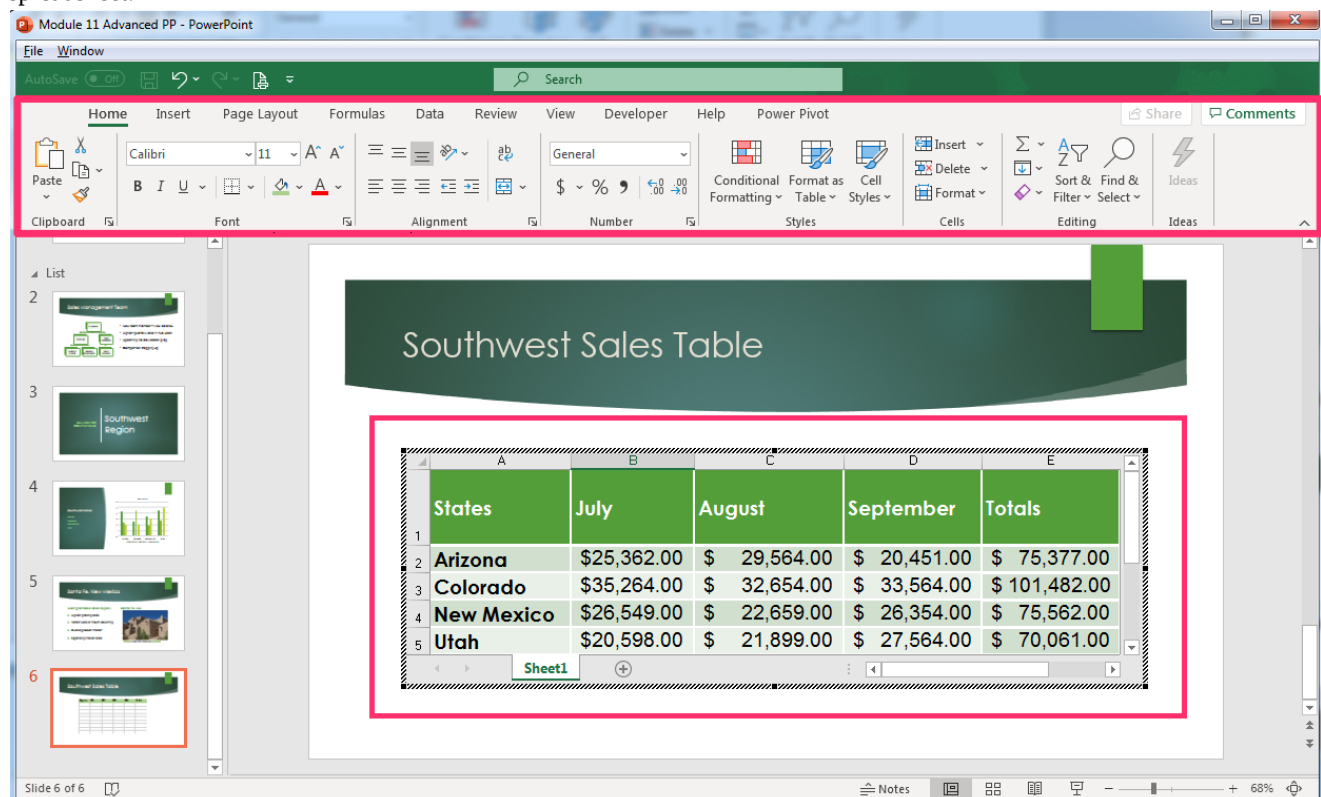
Southwest Sales Table

Click to add text

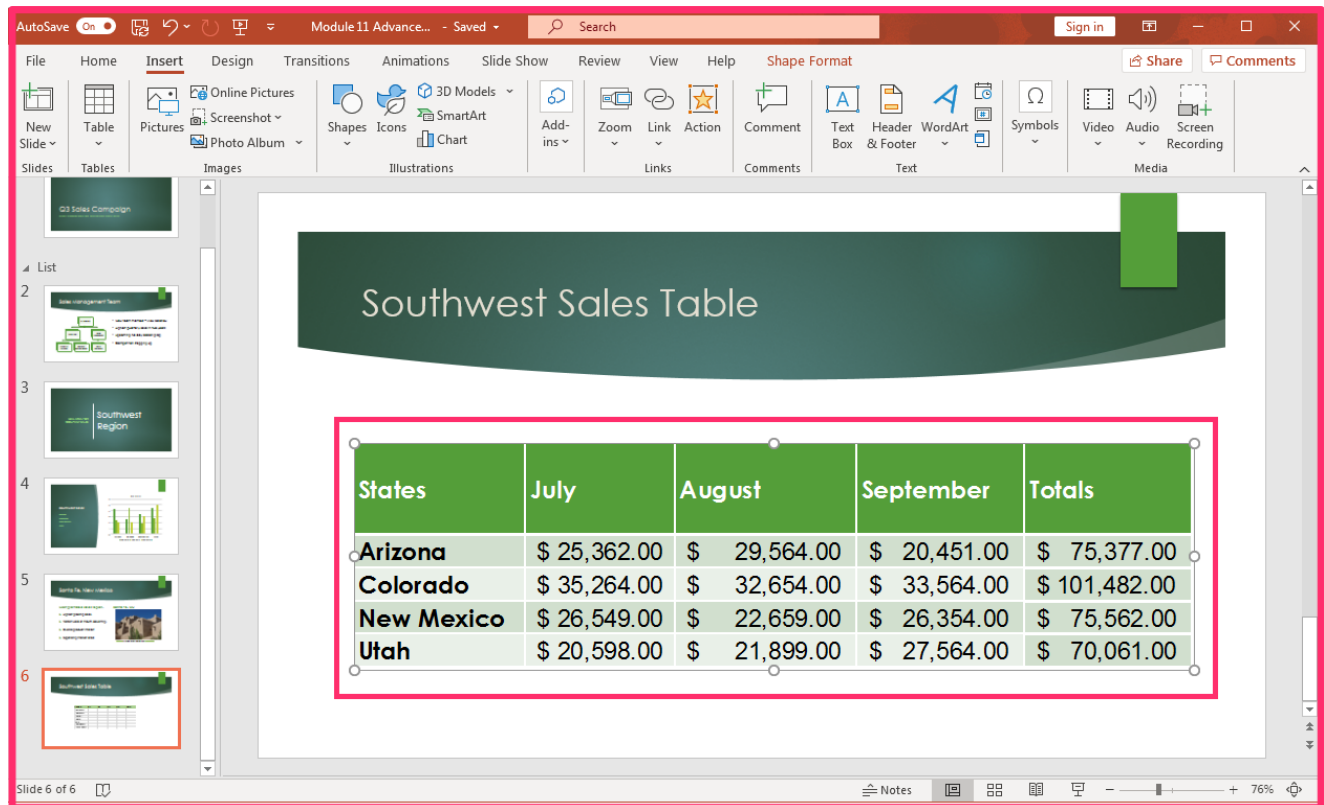
- Excel opens within PowerPoint giving access to the functions available in an Excel spreadsheet. This way calculations, formulas and functions can be used to create a table within PowerPoint without the need to import a table from Excel. Start typing information and data into the Excel table.



- Along with entering information to be included in the table, you can create formulas, or use other Excel functions in a spreadsheet.



4. When the table is complete, click outside of the table area onto the slide and the table will be converted back into a PowerPoint table view.



5. If data in the Excel table needs editing, double click on the table and it will open Excel again allowing editing.

6. This table, or any of the tables, can be moved or resized like other objects in an Office program to match the scale needed for the presentation.

Practice Questions

<https://assessments.lumenlearning.co...essments/18728>

<https://assessments.lumenlearning.co...essments/18729>

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