

11.7: Format Tables

Learning Objectives

- Format tables in slides

Once a table is created in a PowerPoint slide it needs formatting to match a presentation or emphasize an aspect of its information. Here is how to format various areas of a table.

In a slide with a table inserted, click on the table and two new menu tabs appear; **Table Design** and **Layout**.

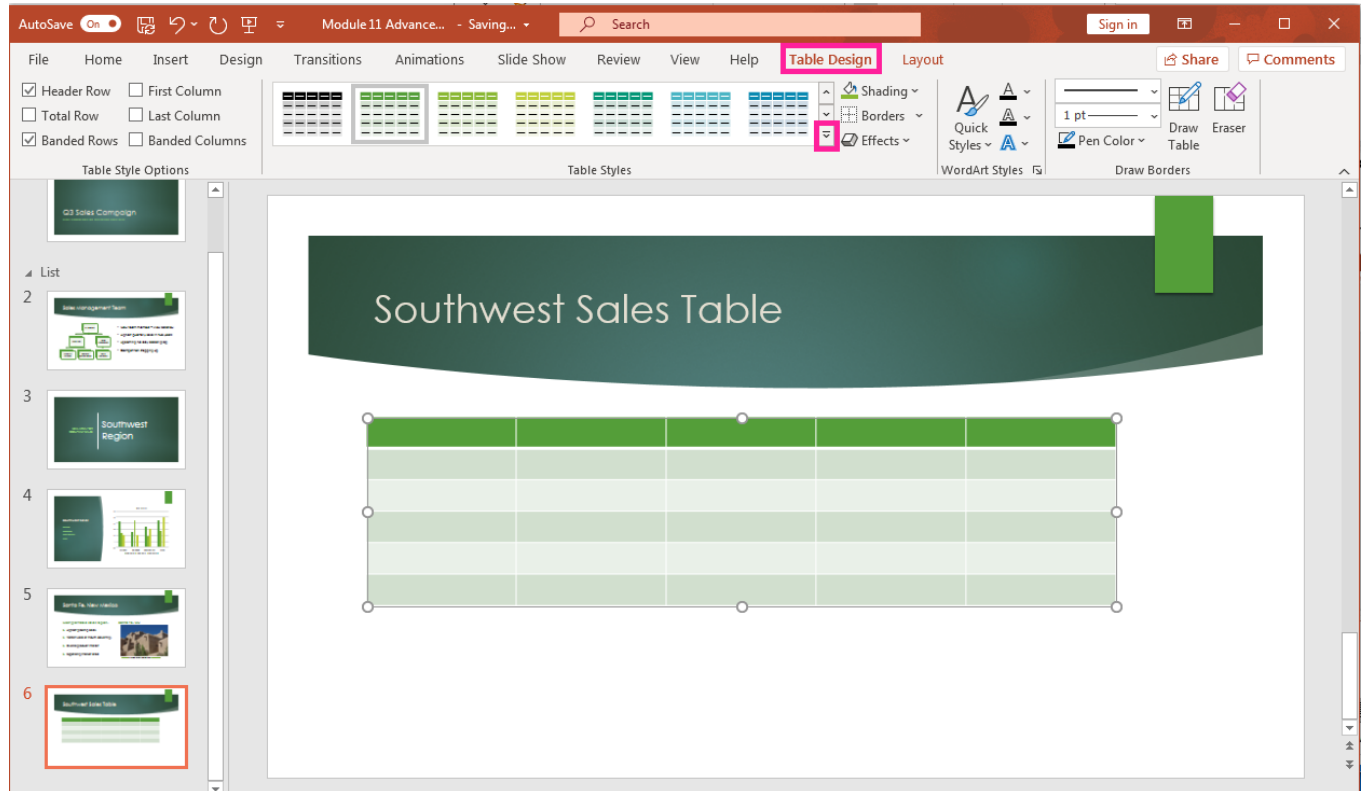


Table Design tab offers a variety of formatting and style options for a PowerPoint table. Here's how to use some of those options.

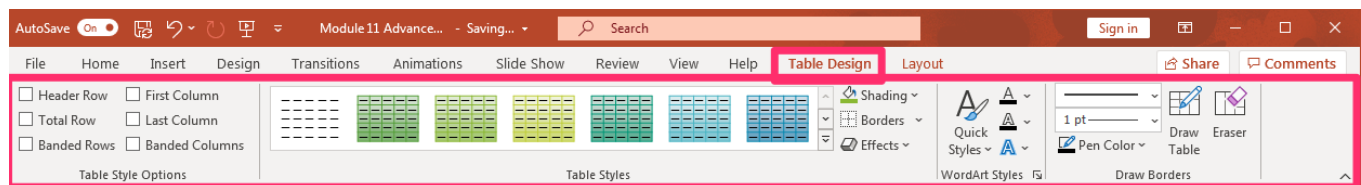
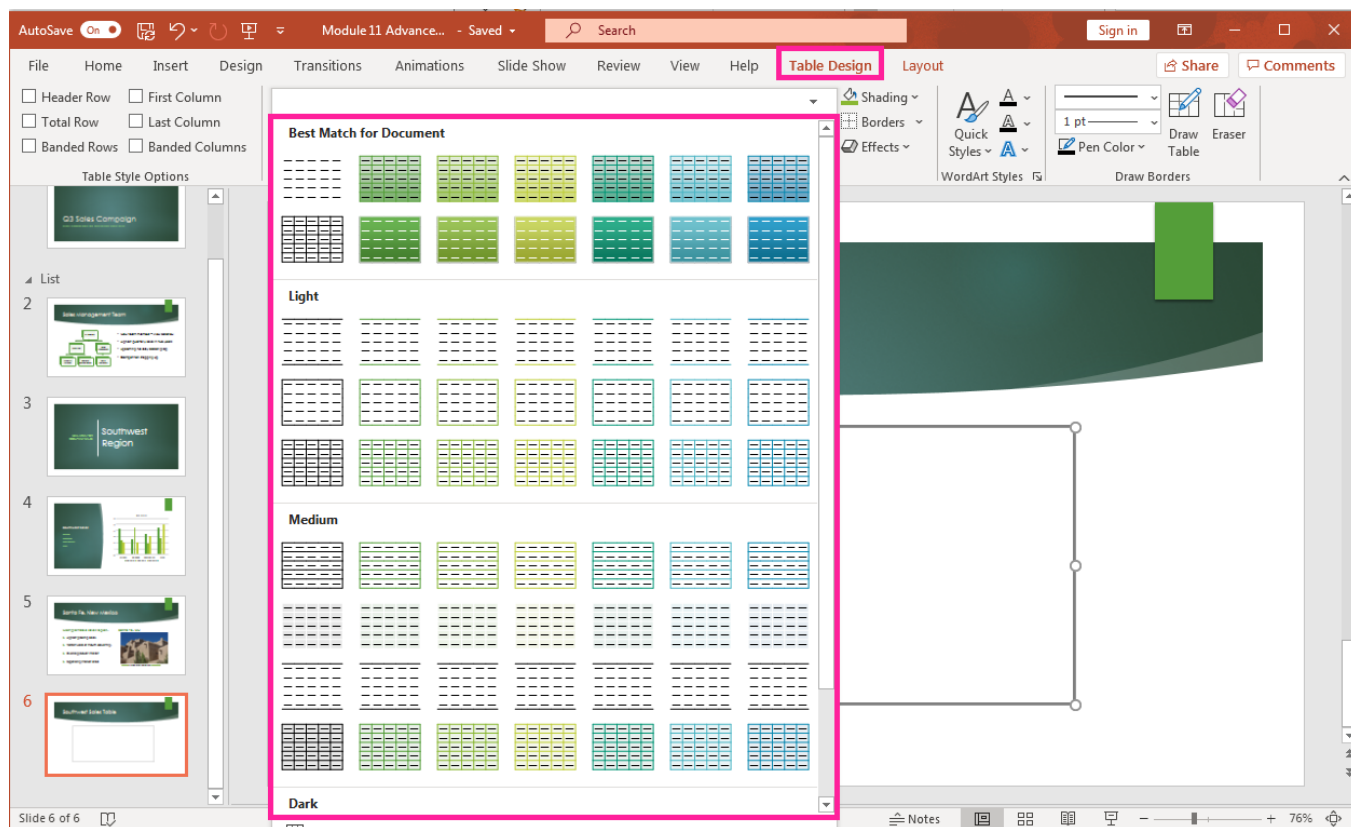


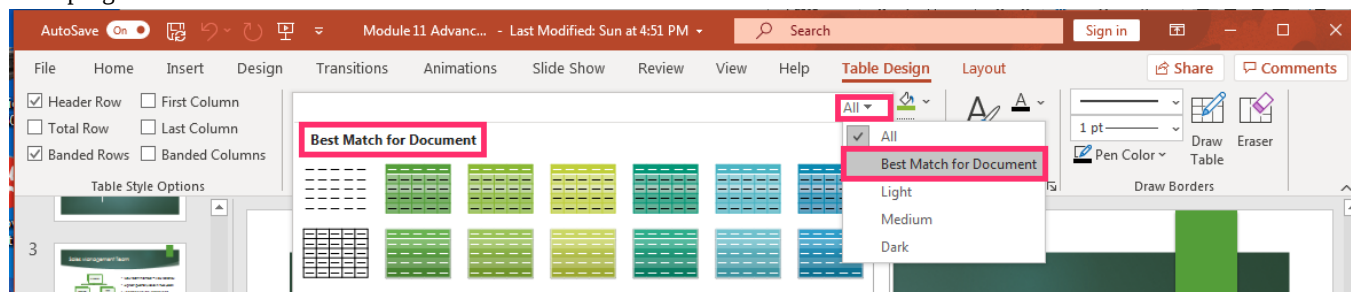
Table Style

Change a table's style by hovering over the colored tables or clicking the down arrow to see table style options. The options are organized into Light, Medium, and Dark table colors. Select the style format by click on it and the table is automatically changed to the new style in the slide.



Best Match for Document

If you are unsure what style works best with the presentation, use the Best Match for Document option in the drop-down menu on the top right.

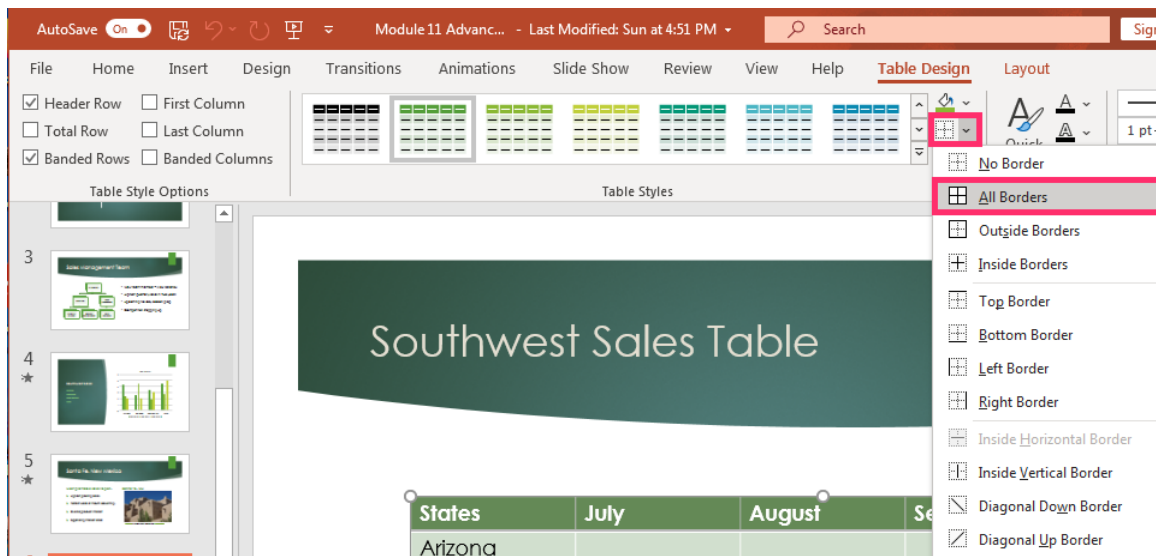


Practice Question

<https://assessments.lumenlearning.co...essments/18730>

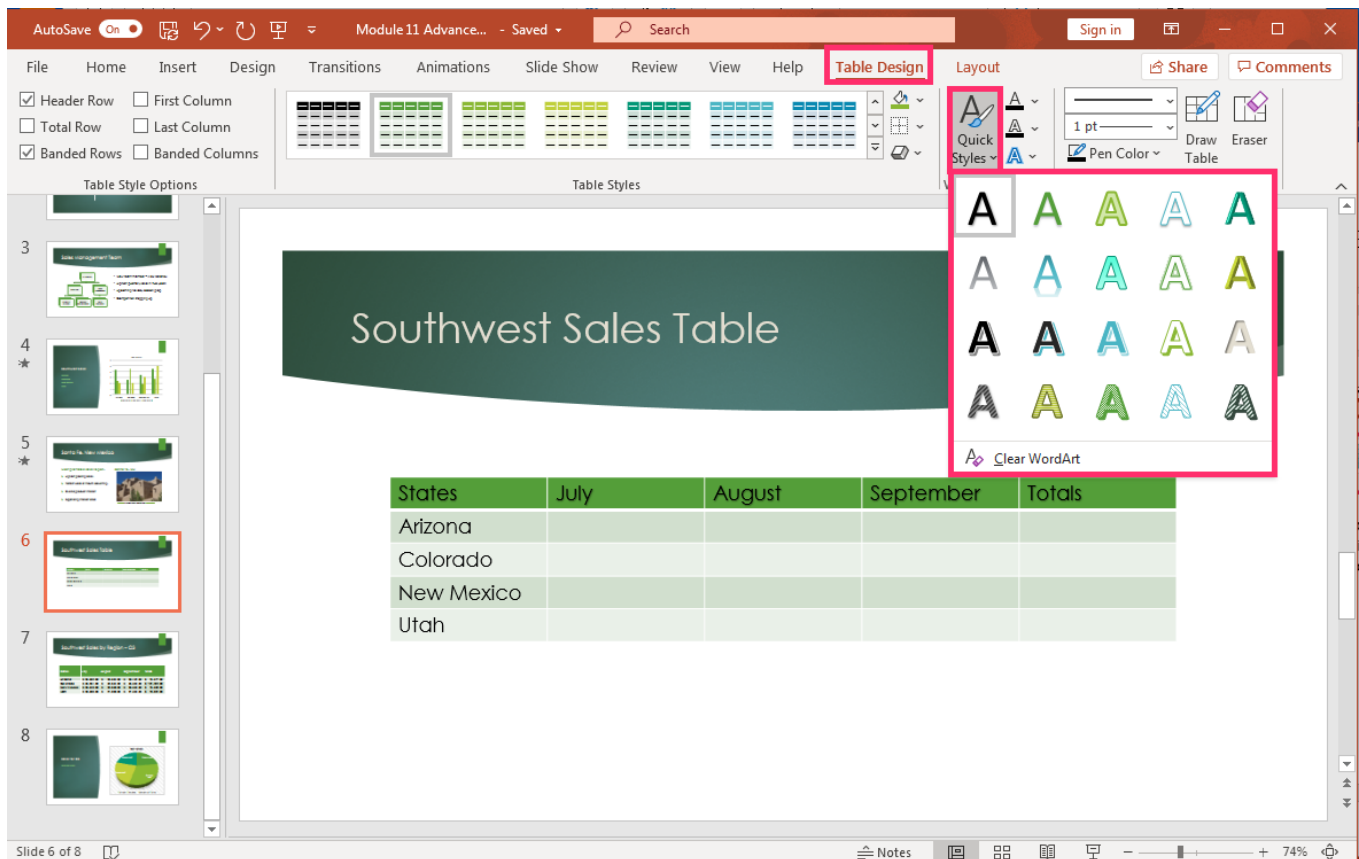
Style Options

Other format and style options available for tables include shading, borders and effects. If a table needs to be formatted with different borders, click the down arrow on the **Borders** button and select the border style for the table.



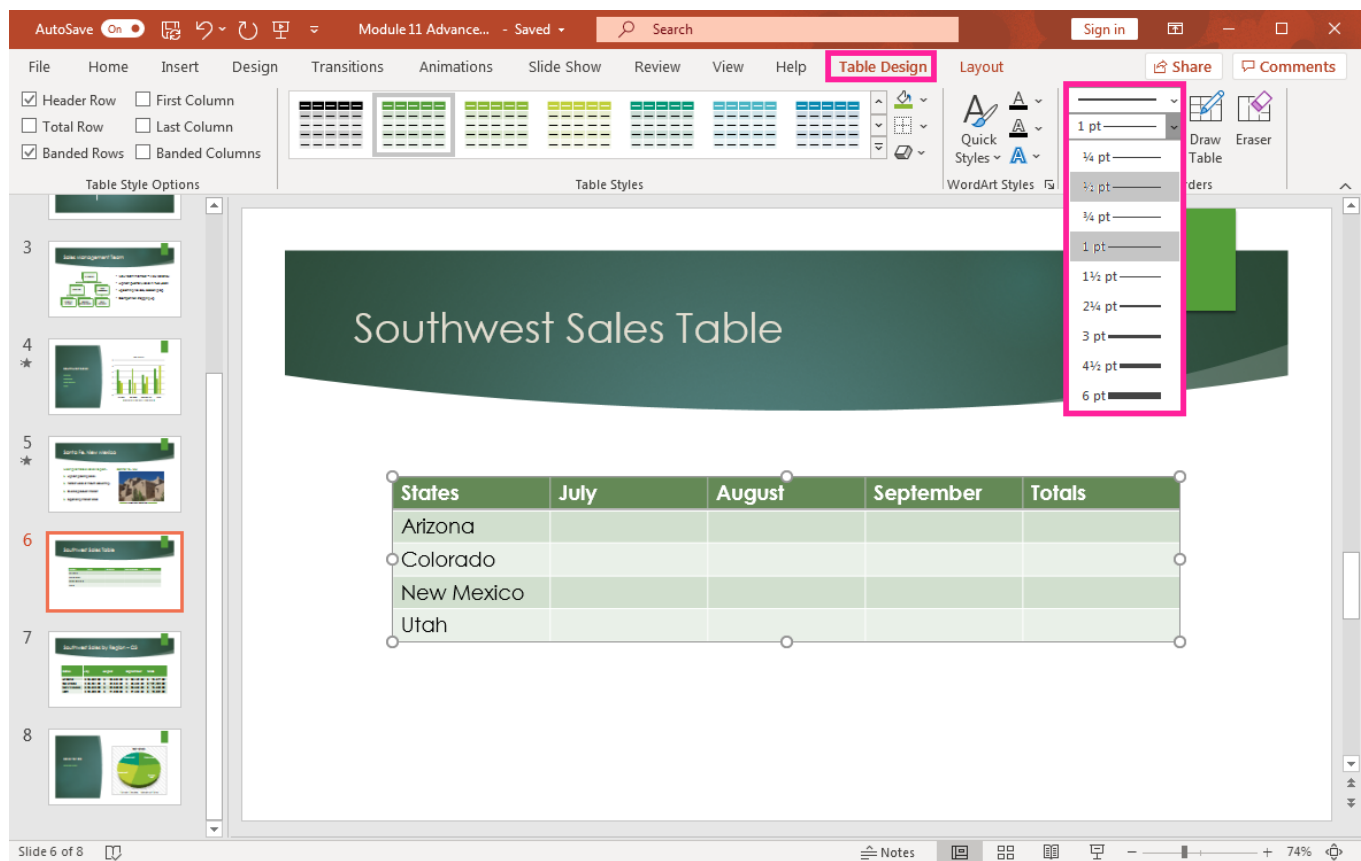
Text

To change text format in a table use the **WordArt** button in the **Table Design** tab.



Border

Change a table's border thickness, color, or pattern by selecting those options in the **Draw Borders** group under the **Table Design** tab.



States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

Now you have learned new formatting skills for a PowerPoint table the next is to learn how to modify a table.

Practice Question

<https://assessments.lumenlearning.co...essments/18731>

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