

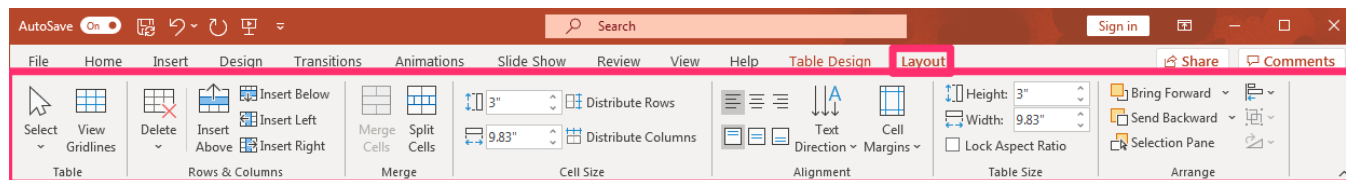
11.8: Modify Tables

Learning Objectives

- Modify tables in slides

There are times when a PowerPoint table needs modification after information or data is entered. Here is how to modify various parts of a PowerPoint table.

Open a slide with a table, click on the table and the **Layout** tab appears. After selecting the **Layout** tab there are options available to modify rows, columns, merge cells, change cell size, modify the alignment, the table size and arrange the table position. Here is how to modify a table with those various options.



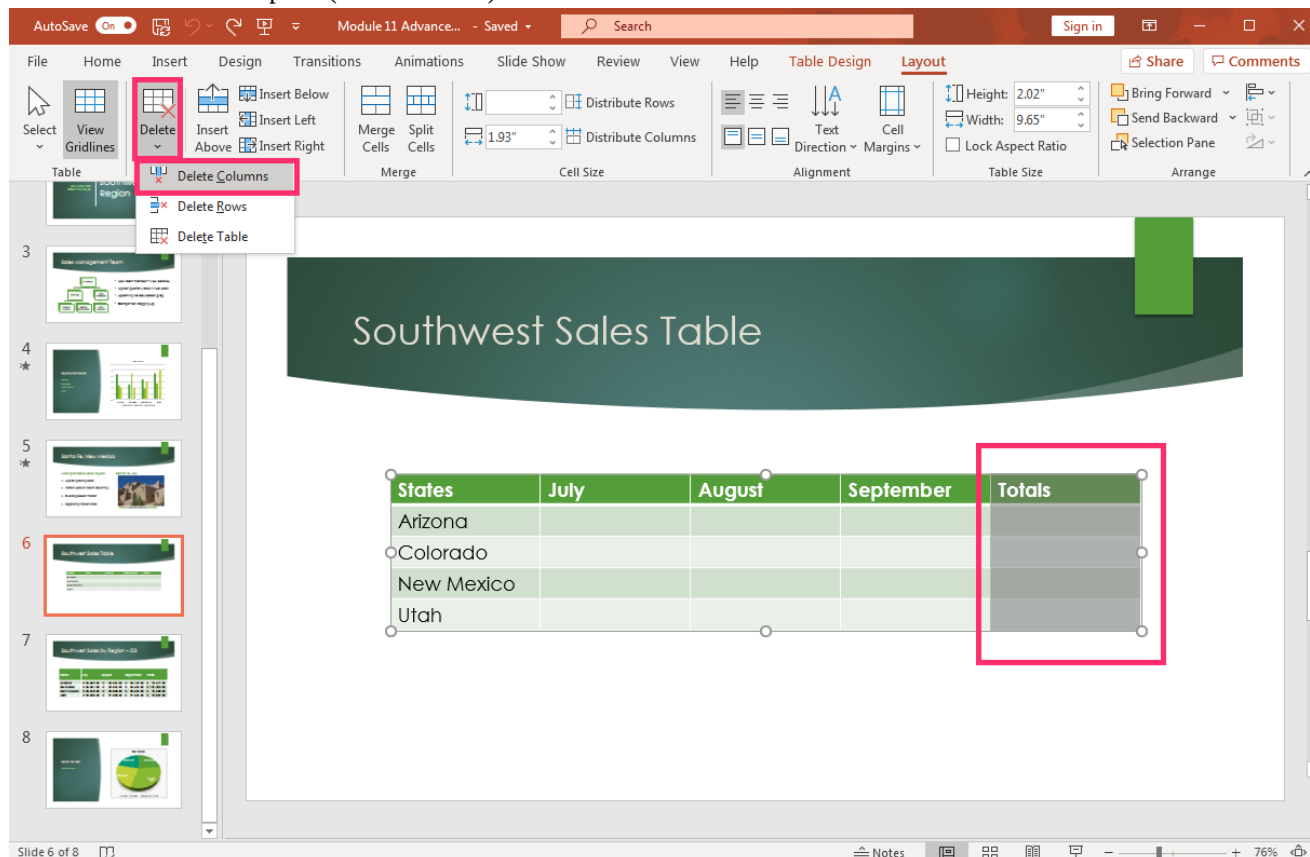
Note

Many of the actions that can be done using the buttons in the ribbon can also be found if a table is selected and the right mouse button clicked.

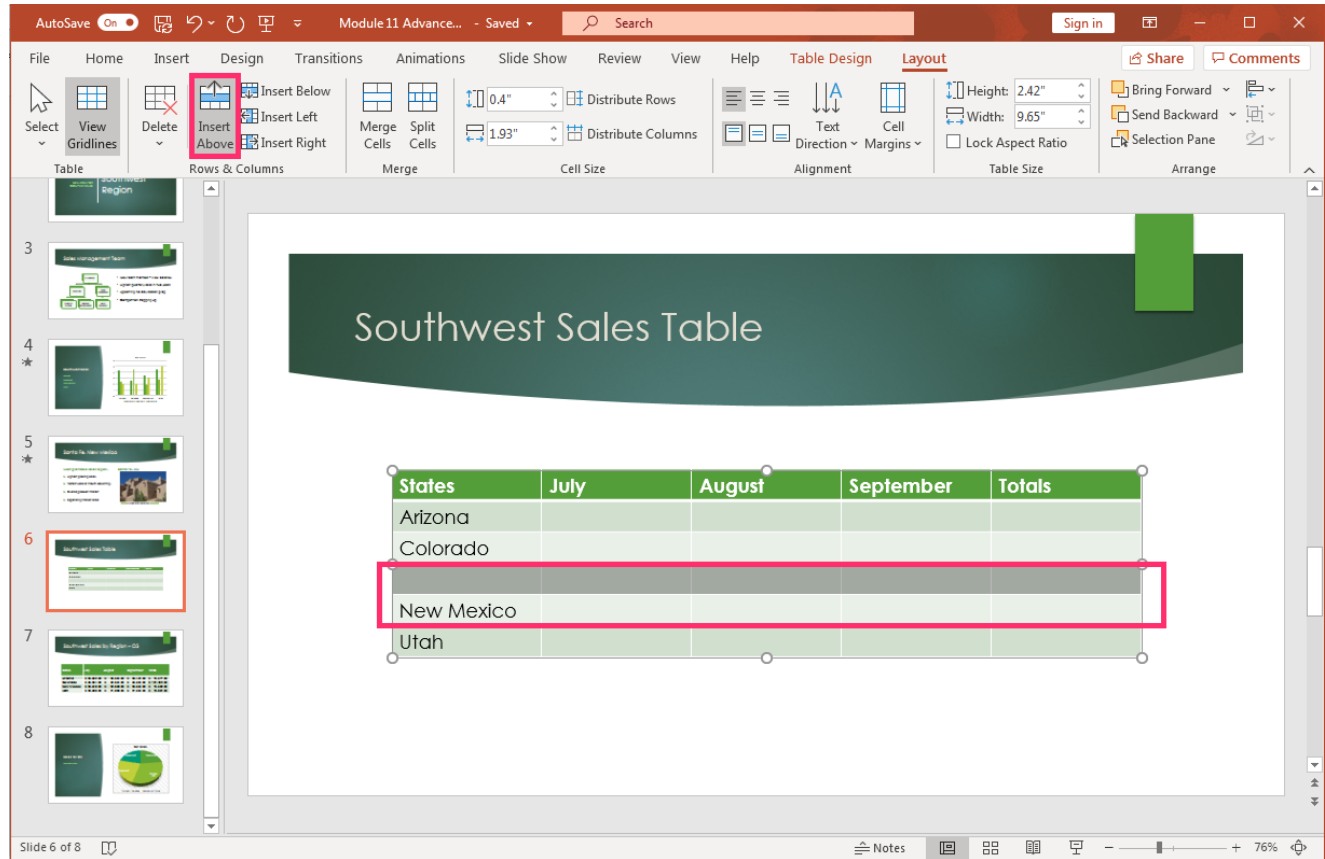
Rows & Columns

A table might need an additional row or column or to eliminate rows or columns.

1. **Delete:** Highlight the row/column to be eliminated, select the **Delete** button down arrow in the **Rows & Columns** group and select the correct delete option (column or row).



2. **Insert:** Highlight a row or column, select either the **Insert Above**, **Insert below**, **Insert Left**, or **Insert Right** button to add in a new row or column



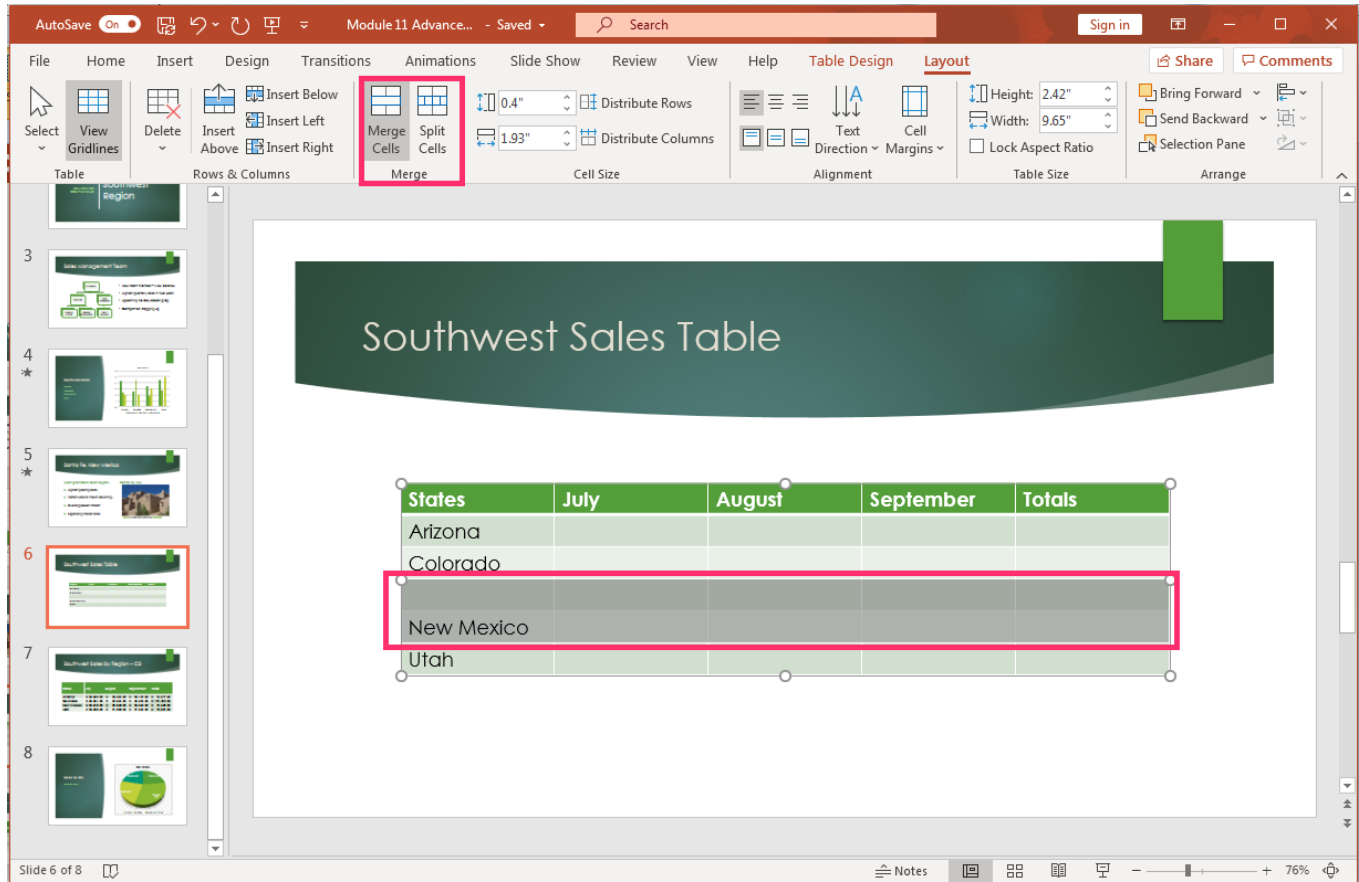
The screenshot shows the LibreTexts editor interface. The 'Insert' tab is selected in the top ribbon, and the 'Insert Above' button is highlighted with a red box. The main content area displays a presentation slide titled 'Southwest Sales Table'. The slide contains a table with the following data:

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

The 'New Mexico' row is highlighted with a red box. The left sidebar shows a list of slides, with slide 6 (the current slide) also highlighted with a red box. The bottom status bar indicates 'Slide 6 of 8' and a zoom level of 76%.

Merge

Highlight the cell, row, or column to be modified and select either the **Merge Cells** or **Split Cells** button to merge or split cells.



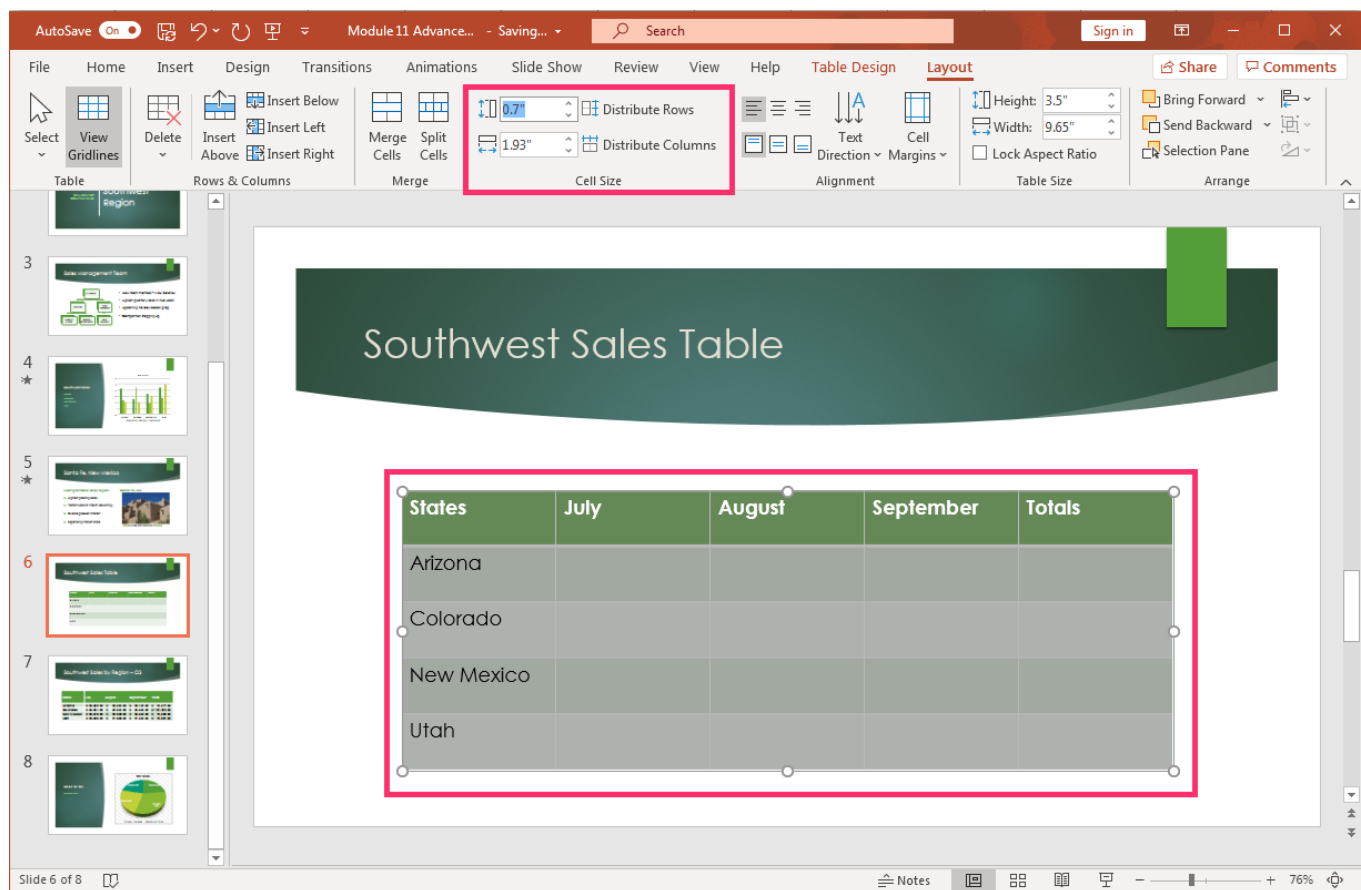
The screenshot shows a presentation slide titled "Southwest Sales Table". The table is as follows:

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

The 'Merge Cells' button in the 'Layout' tab of the top ribbon is highlighted with a red rectangle. The 'New Mexico' row in the table is also highlighted with a red rectangle.

Distribute Rows/Columns

Select the rows or columns and select either the **Distribute Rows** or **Distribute Columns** button to modify the spacing of the rows/columns for a table.



Southwest Sales Table

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

Text Alignment

Highlight a cell, row or column with the desired text for alignment and select the desired type of alignment using one of the alignment options. In this example, column titles are now left aligned and centered in the column cells

AutoSave On Module 11 Advance... - Saving... Search Sign in

File Home Insert Design Transitions Animations Slide Show Review View Help Table Design Layout Share Comments

Table View Gridlines Delete Insert Below Insert Left Insert Above Insert Right Merge Cells Split Cells Merge Split Cells Distribute Rows Distribute Columns Cell Size

Height: 3.5" Width: 9.65" Lock Aspect Ratio Bring Forward Send Backward Selection Pane Arrange

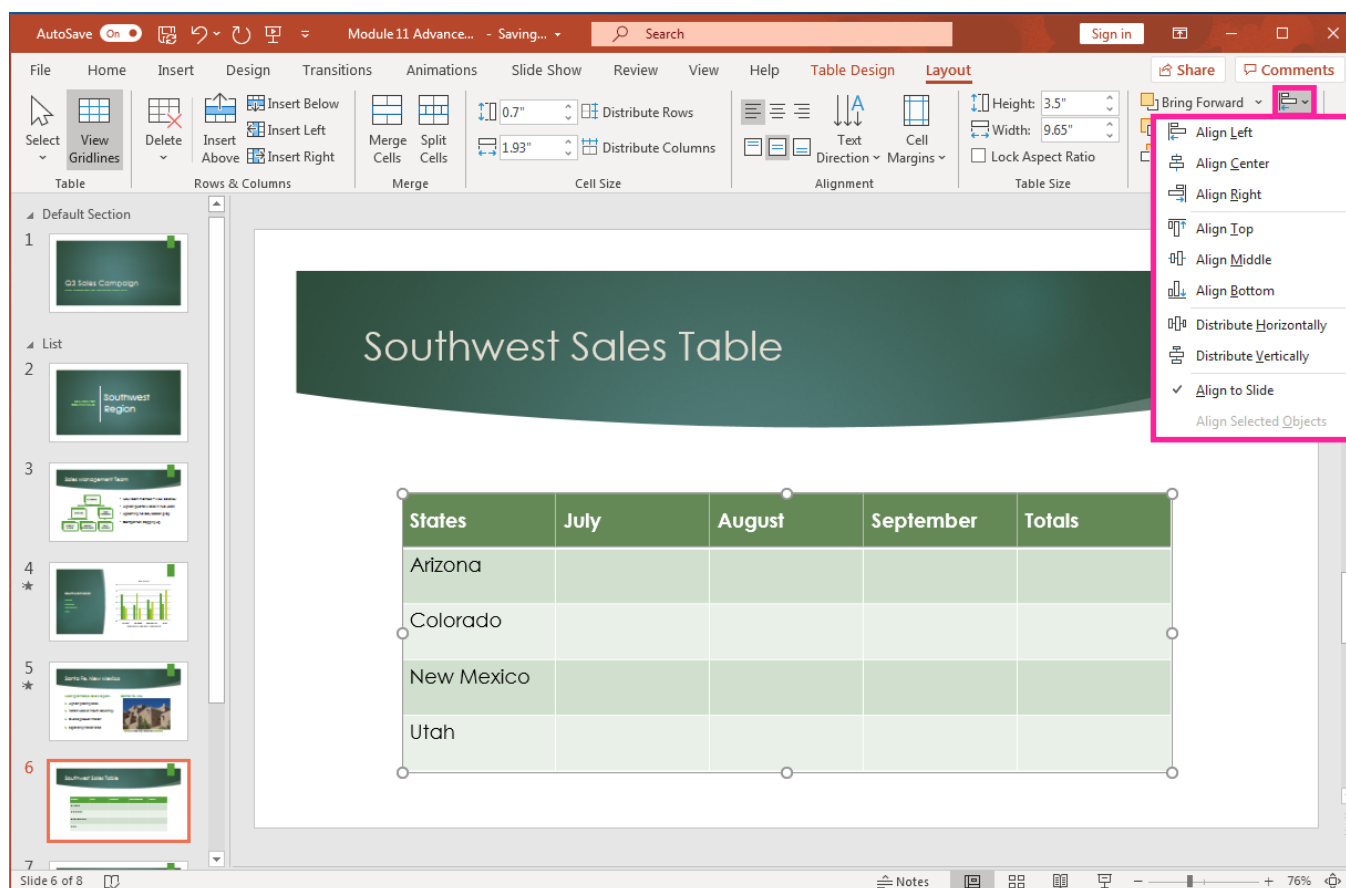
Southwest Sales Table

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

Slide 6 of 8 Notes 76%

Arrange

Tables act like objects in PowerPoint like a picture or drawn shape. Because of this a table can be brought forward, backward or aligned within a slide. To do this, used the options in the Arrange group in **Layout** tab to modify the table alignment in a slide.



AutoSave On Module 11 Advance... - Saving... Search Sign in

File Home Insert Design Transitions Animations Slide Show Review View Help Table Design Layout

Share Comments

Bring Forward

Align Left
Align Center
Align Right
Align Top
Align Middle
Align Bottom
Distribute Horizontally
Distribute Vertically
✓ Align to Slide
Align Selected Objects

Default Section

1 03 Sales Campaign

List

2 Southwest region

3 Sales management team

4

5

6 Southwest Sales Table

Slide 6 of 8

Notes

76%

States	July	August	September	Totals
Arizona				
Colorado				
New Mexico				
Utah				

Practice Questions

<https://assessments.lumenlearning.co...essments/18732>

<https://assessments.lumenlearning.co...essments/18733>

Note: Excel Tables

Excel tables in PowerPoint act differently than PowerPoint created tables in a slide.

- If an Excel table is clicked on once the **Shape Format** tab appears and its options can be modified as an object or shape.
- To modify an Excel table's data, format, etc., double click on the table and it will open Excel within PowerPoint. At this point the format, data or any other modifications can be accomplished through Excel program options.

PowerPoint is very flexible with its ability to modify tables in many ways. These new skills to modify a PowerPoint table will help elevate your PowerPoint presentation style.

Contributors and Attributions

CC licensed content, Original

- Modify Tables. **Authored by:** Sherri Pendleton. **Provided by:** Lumen Learning. **License:** [CC BY: Attribution](#)

11.8: Modify Tables is shared under a [CC BY](#) license and was authored, remixed, and/or curated by LibreTexts.