

**Course
&
Test Series**

Inserting Tables in Power Point

Microsoft Power Point

Module 12 - Inserting Tables in Power Point



CBSE

Meaning

In PowerPoint, a table refers to a structured grid of rows and columns used to organize and present data in a clear, easy-to-read format. Tables can be inserted into a slide to display numerical data, lists, or any kind of information that benefits from being presented in a structured layout.



ICSE

Key Characteristics of a Table in PowerPoint:

1. **Rows and Columns:** A table is made up of horizontal rows and vertical columns. You can add as many rows and columns as you need.
2. **Cells:** Each intersection of a row and column is called a cell, and each cell can contain text, numbers, or other types of content.
3. **Formatting:** PowerPoint allows you to customize tables by adjusting cell size, text alignment, colors, borders, and more. This helps make the table visually appealing and easier to understand.
4. **Purpose:** Tables are used for:
 - Presenting data or statistics.
 - Organizing information logically.
 - Creating comparison charts.
 - Listing items like features, prices, or dates in a neat format.



**Banking &
Insurance**



**Central Govt.
Service**



**State Govt.
Services**

How to use Table in PowerPoint ?

Steps to Insert a Table in PowerPoint:

Step 1: Open PowerPoint and Select a Slide

- Open your PowerPoint presentation.
- Choose the slide where you want to insert the table. You can select an existing slide or create a new one.

Step 2: Go to the "Insert" Tab

- At the top of the screen, click on the Insert tab in the Ribbon. This is where you will find the option to add tables

Step 3: Click on "Table"

- In the Insert tab, look for the Tables section.
- Click on the Table button. A dropdown menu will appear with two options to insert a table.



Step 4: choose Your Table Size



**LAW
Entrance**



**MBA
Entrance**



**Railways & Metro
Services**

...many more

abhyasonline.in



Course
&
Test Series

Inserting Tables in Power Point

• Option 1: Using the Grid

A grid will appear, and you can hover your cursor over the grid to select the number of rows and columns you want. For example, if you need 3 rows and 4 columns, hover over the 3rd row and 4th column, then click to insert the table.

• Option 2: Using "Insert Table"

If you want more precise control, click on Insert Table... in the dropdown. A dialog box will pop up where you can manually input the number of Rows and Columns for your table.

Step 5: Enter Data in the Table

- Once the table is inserted, it will appear on your slide as a grid of cells.
- Click inside any cell and start typing to enter your data. You can also press Tab to move to the next cell, or use the arrow keys to navigate between cells.

Step 6: Resize the Table (if necessary)

- To resize the table, click on the table to select it.
- Then, drag the resize handles (small squares on the corners and edges) to adjust the size of the table to fit your slide.

Step 7: Customize the Table (Optional)

• **Change Table Design:** With the table selected, you'll see a Table Design tab on the Ribbon. Here you can apply various pre-designed table styles, change the table's shading, and add borders for a more polished look.

• **Adjust Column Width and Row Height:** If necessary, hover your cursor over the column or row boundary, then drag it to adjust the size.

• **Text Formatting:** You can use the Home tab to change the font size, style (bold, italics), and alignment of text in the table cells.



CBSE



ICSE



NTSE



Banking &
Insurance



Central Govt.
Service



State Govt.
Services



LAW
Entrance



MBA
Entrance



Railways & Metro
Services



...many more

abhyasonline.in

