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Adding tables to your presentation

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Exercise: Creating a table

Note: You can pass this course and all graded assessments without access to the downloadable version of PowerPoint.

How to complete this exercise

To complete this exercise, you will need access to Microsoft PowerPoint.

Note: Keep in mind that if you are using free Office for the web or another version of the Microsoft PowerPoint application, some features covered in this exercise may not be available.

Free Office for the web

If you do not have access to Microsoft PowerPoint, you can use Free Office for the web. This version of Office allows you to view and edit files in apps like Word, Excel, and PowerPoint. This free service is available to anyone with a Microsoft account.

Access Microsoft Account

[Log in to your Microsoft account.](#)

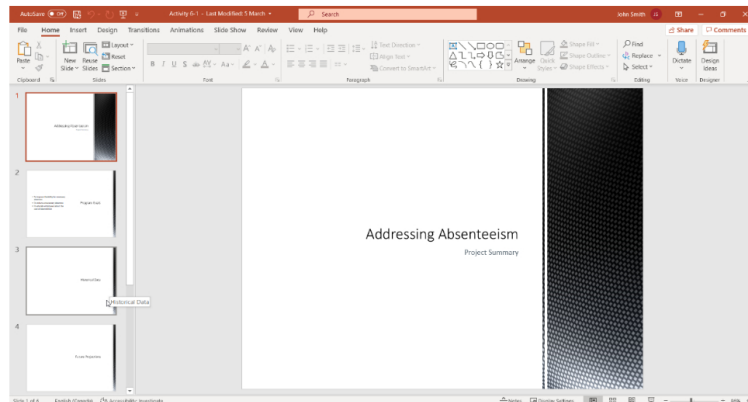
Type the email, phone number, or Skype sign-in that you use for other services (Outlook, Office, etc.), then select Next. If you don't have a Microsoft account, you can select No account? Create one!

Let's get started!

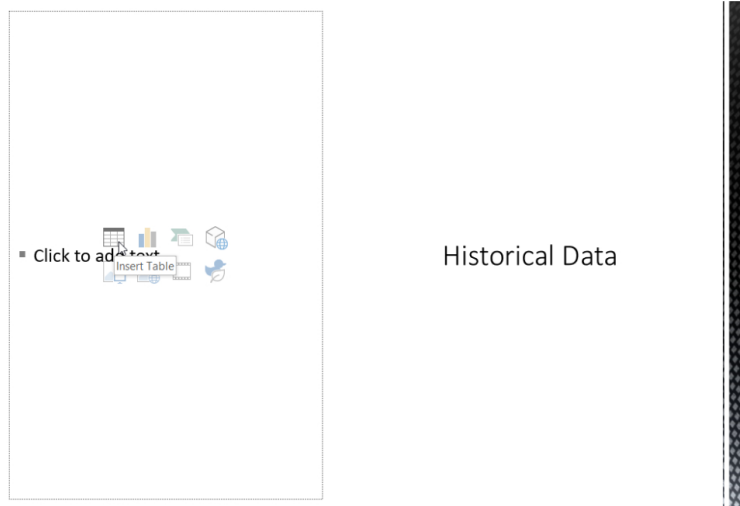
1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

[Exercise: Creating a Table](#)

2. Click slide 3:

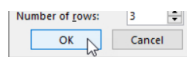


3. Click the **Insert Table** icon in the placeholder:



4. Type 4 for the number of columns and 3 for the number of rows. Click **OK**:

Insert Table	
Number of columns:	4



5. Enter the following information in the table:

	2020	2021	2022
Excused Absences	10,568	12,655	12,622
Unexcused Absences	15,410	18,000	21,851

Historical Data

6. Click the center resize handle on the right-hand side of the table. Drag to the right until it reaches the edge of the "H" in the text box:

	2020	2021	2022
Excused Absences	10,568	12,655	12,622
Unexcused Absences	15,410	18,000	21,851

Historical Data

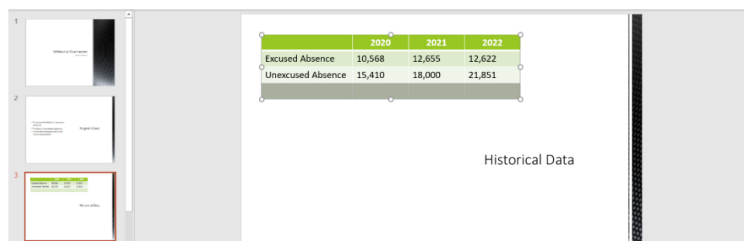
7. Double-click the separator between the first two columns to make enough room for the text in the first column to be on a single line:

	2020	2021	2022
Excused Absences	10,568	12,655	12,622
Unexcused Absences	15,410	18,000	21,851

8. Select the three column titles for the years. Click **Layout** → **Center**:

9. Press the **Down arrow** key on your keyboard until your cursor is in the last row of the table. Right-click the table. On the mini toolbar, click **Insert** → **Insert Rows Below**:

10. The row will be inserted and selected. Click **Table Layout** → **Merge Cells**:



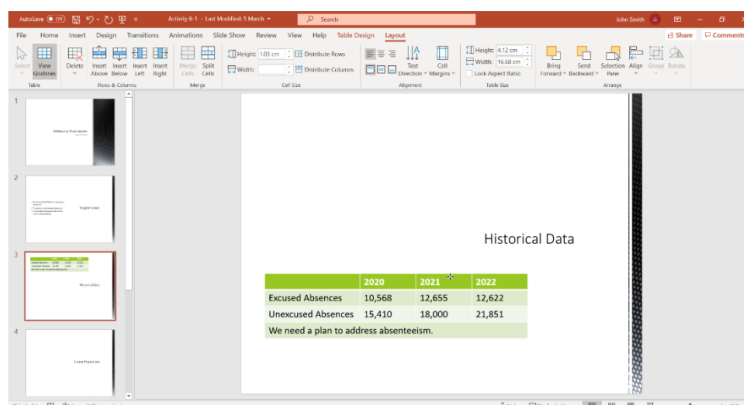
11. The row will be merged, and your cursor will be placed inside of it. Type, “**We need a plan to address absenteeism.**”

	2020	2021	2022
Excused Absence	10,568	12,655	12,622
Unexcused Absence	15,410	18,000	21,851
We need a plan to address absenteeism.			

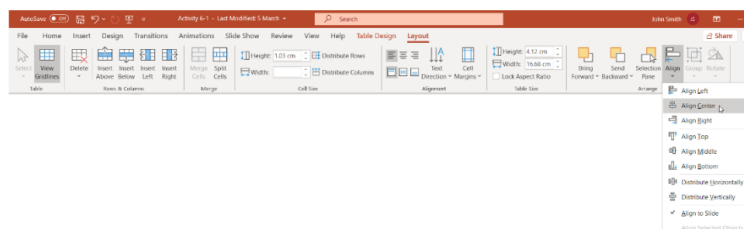
12. Place your cursor over the white border of the table. You should see a four-headed arrow:

	2020	2021	2022
Excused Absence	10,568	12,655	12,622
Unexcused Absence	15,410	18,000	21,851
We need a plan to address absenteeism.			

13. Drag the table to the bottom of the slide, below the “Historical Data” title:



14. With the table still selected, click **Layout** → **Align** → **Align Center**:



15. Save your presentation as Activity 6-1 Complete. Close Microsoft 365 PowerPoint to complete this activity.

16. Now, you can check out an example of a completed document in the link below:

[Exercise: Creating a table](#)

Mark as completed