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Adding tables to your presentation

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Exercise: Formatting 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!

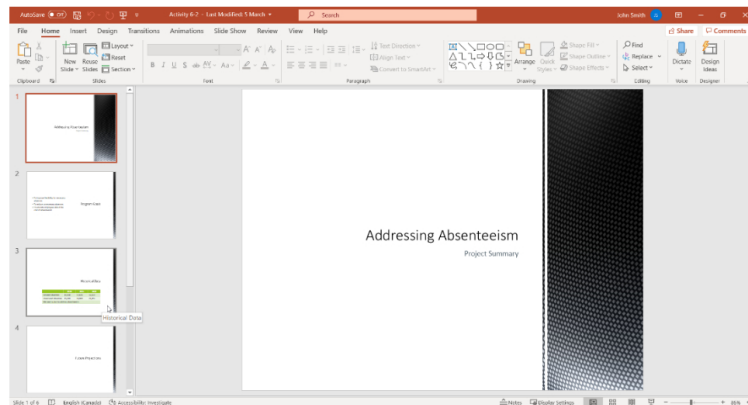
Let's get started!

In this activity, you will format and customize a table.

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

[Exercise: Formatting a table](#)

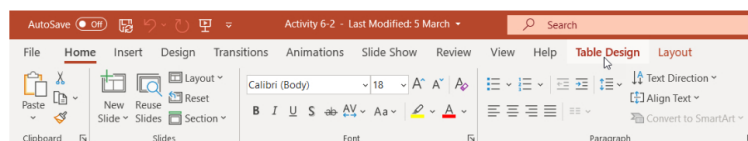
2. Click slide 3:



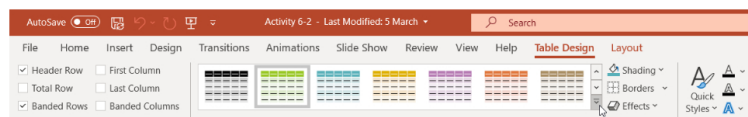
3. Click the table on that slide to select it:

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

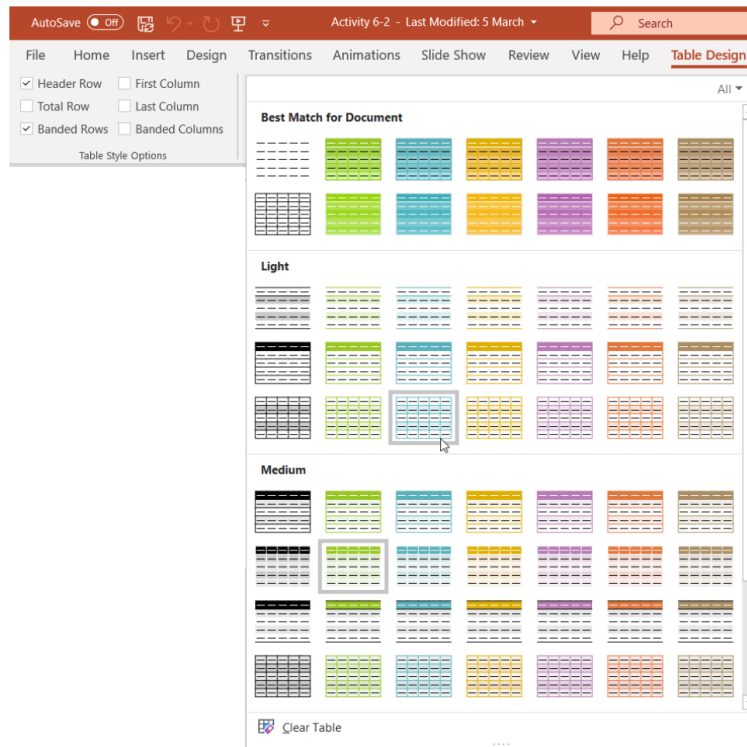
4. Click the **Table Design** tab:



5. Click the **More** arrow in the Table Styles gallery:



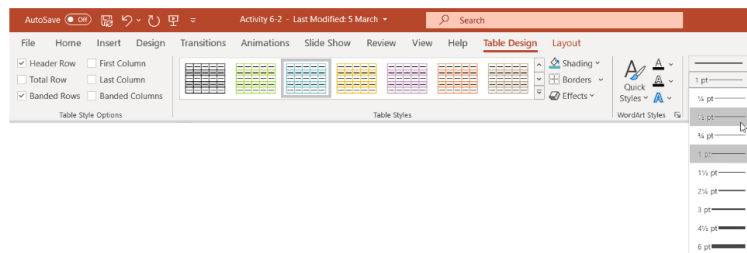
6. Click **Light Style 3 - Accent 2**:



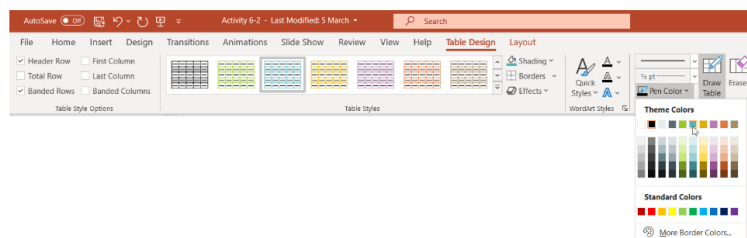
7. The formatting will be immediately applied. Now, select rows two and three in the table:

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

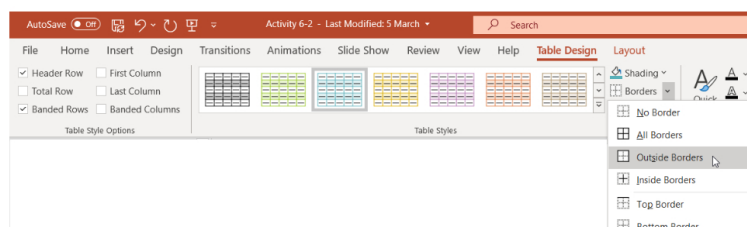
8. Click the **Pen Weight** drop-down menu on the Table Design tab and click **½ pt.**:



9. Click the **Pen Color** menu and click the shade of teal in the top row:



10. Now, click the **Borders** drop-down menu and click **Outside Borders**:



- ☐ Left Border
- ☐ Right Border
- ☐ Inside Horizontal Border
- ☐ Inside Vertical Border
- ☐ Diagonal Down Border
- ☒ Diagonal Up Border

11. This will apply the selected border to the cells in question:

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

12. Check the **Total Row** option on the Table Design tab:



13. This will undo the bold formatting in the final row in the table:

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

14. Save your presentation as Activity 6-2 Complete. Close Microsoft 365 PowerPoint to complete this activity.

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

[Exercise: Formatting a table](#)

Mark as completed

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