Your grade: 100%

Your latest: **100%** • Your highest: **100%** • To pass you need at least 80%. We keep your highest score.

Next item →

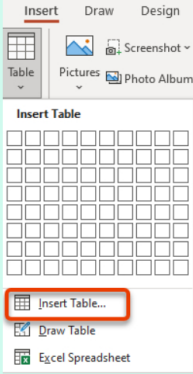1. How can you add a table to a PowerPoint slide? **1 / 1 point**

Select all options that apply.

☑ Use the Insert Table choice to on the Insert Table drop-down to add in a Table with a specific number of rows and columns.

⊘ **Correct**
Correct! When you click on the Insert Table choice on the Insert Table drop-down you will get the Insert Table box where you can type in a number for both rows and columns
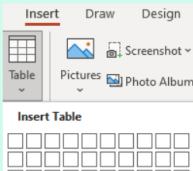

☐ Use the Insert Table choice on the right click, shortcut menu to add in a Table with a specific number of rows and columns.

☑ Use the Insert Table Grid on the Insert Ribbon to add in a Table with a specific number of rows and columns.
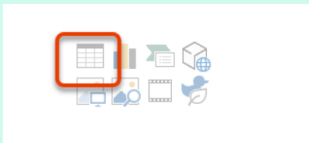
⊘ **Correct**
Correct! When you click on the Insert Table grid and drag to fill in squares on the grid, PowerPoint will add a Table with an equivalent number of rows and columns.

☑ Choose a layout that has a placeholder with shortcut icons and use the Insert Table icon to add in a Table with a specific number of rows and columns.

⊘ **Correct**
Correct! When you click on the Insert Table icon, you will get the Insert Table box where you can type in a number for both columns and rows.

2. What series of steps should you take to merge two cells in a table? **1 / 1 point**

◉ Select the two cells that you want to merge and then choose Merge Cell on the Table Layout Ribbon.

○ Choose Merge Cell on the Table Layout Ribbon and then select the two cells that you want to merge.

⊘ **Correct**
Correct! Before you choose the Merge Cells option in the Table Layout you must first select the two cells. If you don't the Merge Cells button will be greyed out.

3. You have added a Table to a slide and would like to use a quick method to enhance its appearance. Which of the following would be the correct choice? **1 / 1 point**
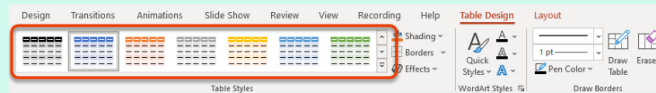
◉ Choose from the Table Styles gallery on the Table Design Ribbon.

○ Choose from the Table Styles gallery on the Table Layout Ribbon.

○ Choose from the Themes gallery on the Design Ribbon.

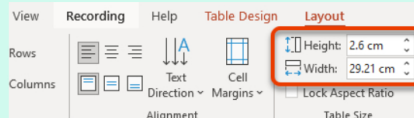**4.** How can you resize a Table on the slide? You do not want to add any more rows or columns.   **1 / 1 point**

Select all options that apply.

☑ By increasing the measurements for height and width on the Table Layout Ribbon.

☐ By choosing a different Table Styles

☑ By dragging to resize.

5. You are adding in a Table directly from an Excel Worksheet. What will happen if you tick the highlighted box?   **1 / 1 point**
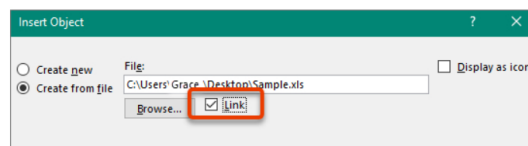
◉ You can insert a link to the original document so that if changes are made in the original, updates are made automatically to your PowerPoint as well.

○ You can insert the content and it will exist in PowerPoint. You will be able to edit it in PowerPoint using the Excel object interface.