Adding tables to your presentation

✓ **Video:** Module introduction - Enhancing the appearance of a presentation
54 sec

✓ **Video:** Create a table
5 min

✓ **Reading:** Exercise: Creating a table
10 min

✓ **Video:** Format a table
2 min

✓ **Reading:** Exercise: Formatting a table
10 min

✓ **Video:** Insert a table from other Microsoft Office applications
2 min

📖 **Reading:** Exercise: Inserting a table from Microsoft Excel
10 min

📄 **Practice Assignment:** Knowledge check:

Exercise: Inserting a table from Microsoft Excel

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!
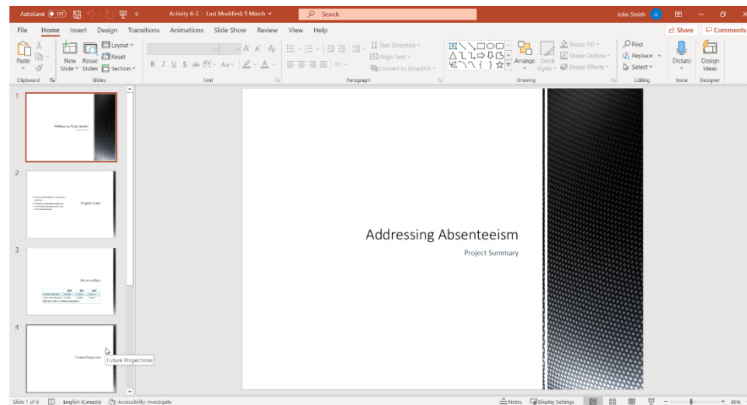
Let's get started!

In this activity, you will add a table from Microsoft Excel to your presentation.

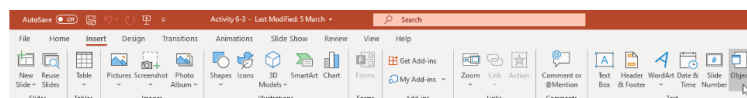1. Click on the link below to open the Microsoft PowerPoint exercise document you can use to complete this exercise.

Exercise: Inserting a table from Microsoft Excel ☑

Exercise: Inserting a table from Microsoft Excel_Excel sheet ☑

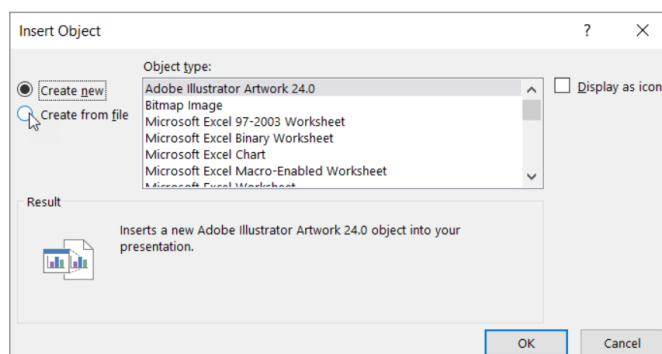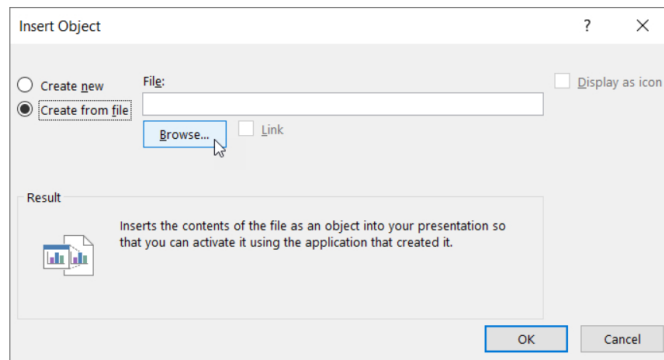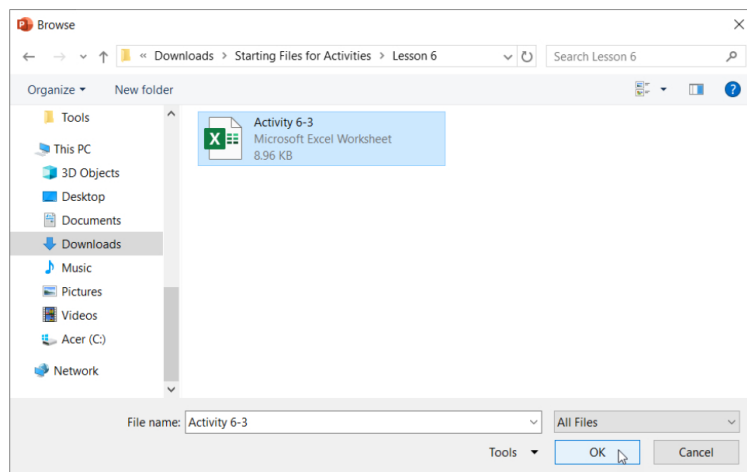2. Click slide 4:

3. Click **Insert → Object**:

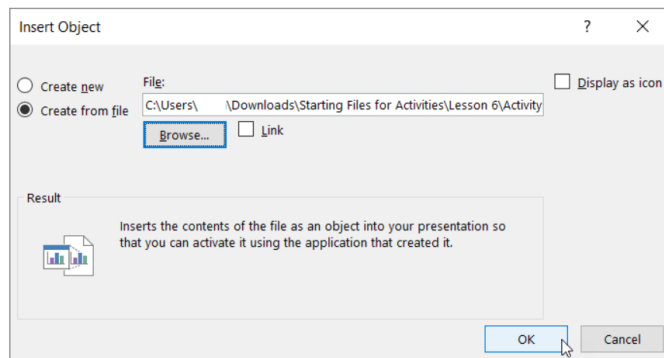4. The Insert Object dialog box will open. Click the **Create from file** radio button:

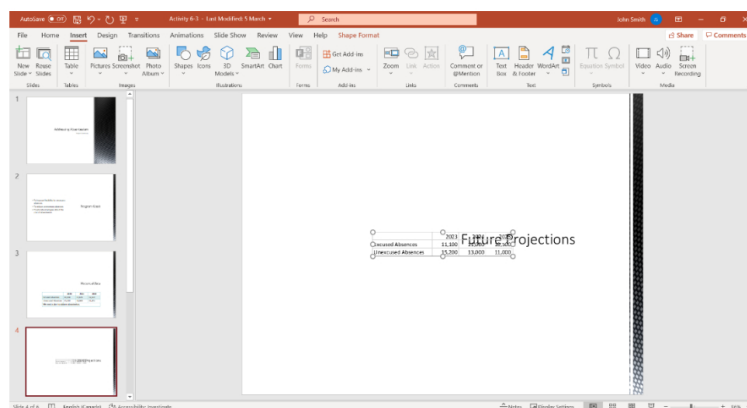5. Now, click the **Browse** button to choose the file:

6. In the Browse dialog box, navigate to Lesson 6 of your Exercise Files. Locate and select the Activity 6-3 Excel workbook file. Click **OK**:

7. Click **OK** in the Insert Object dialog box:

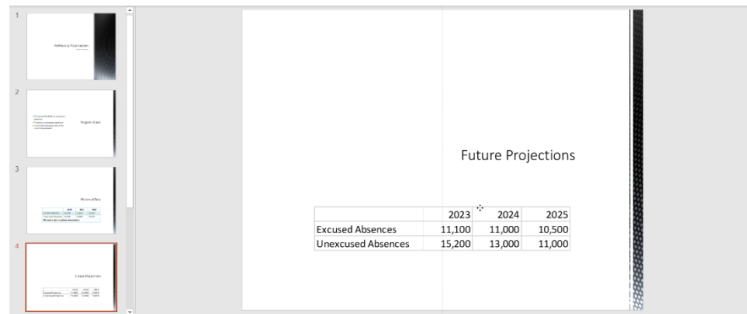8. The Excel worksheet will be added to the slide:

9. Click the bottom left-hand corner of the object and drag it outwards to increase the size as shown below:
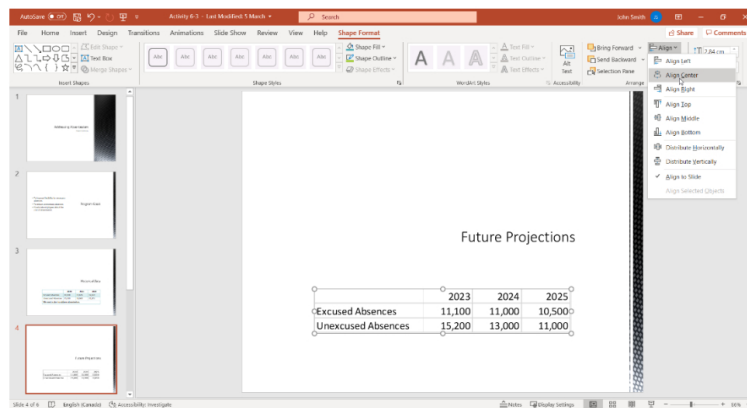
(Notice that the red guideline will help you position the table.)

10. Click the outer border of the worksheet and drag it down to the bottom of the slide to move it below the "Future Projections" title:

11. With the object still selected, click **Shape Format → Align → Align Center**:

12. Save your presentation as Activity 6-3 Complete. Close Microsoft 365 PowerPoint to complete this activity.

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

Exercise: Inserting a table from Microsoft Excel ☑

Mark as completed

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