PowerPoint 2019

Section 9 – Working with Tables

1. Q & A  
   (see answers on page 2)
2. There are 2 ways to insert embedded tables
   1. Insert tab, object, insert from file
   2. Copy the table, right click, and use the paste special option, Embeded
   3. Both of these
   4. None of these
3. To insert a blank table:
   1. Click on **Table** from the **Home** tab
   2. Click on **Table** from the **Insert** tab
   3. Right click anywhere and choose **Insert**
   4. You can’t put a blank table in PowerPoint
4. When a copying and pasting a table from Word, the table is automatically linked once it’s pasted into PowerPoint
   1. True
   2. False
5. A table can be formatted to look any way that you like
   1. True
   2. False
6. Tables cannot be copied from Excel into PowerPoint
   1. True
   2. False

**Answers:**

1. **c**
2. **b**
3. **b**
4. **a**
5. **b**