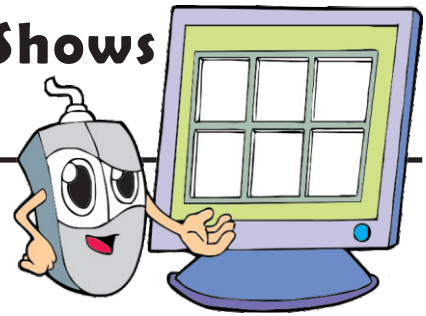# Lesson 5
Row and Column Shows Tables

Tables are very useful in explaining and organizing data. They are informative addition to your slides.

Inserting Table

1. Click the **Tables** button.

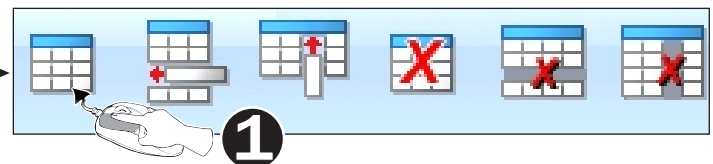   The Tables Features will be displayed.

How to Insert a table

   The Insert Table button enables you to add a table to your presentation.

1. Click the **Insert Table** button.

   The Insert Table dialog box will be displayed.

2. Enter the number of rows in the Rows text box and the number of columns in the Columns text box.

   Alternatively, you can click on the red resize handle in the preview pane and drag the table to increase or decrease the number of rows and columns.
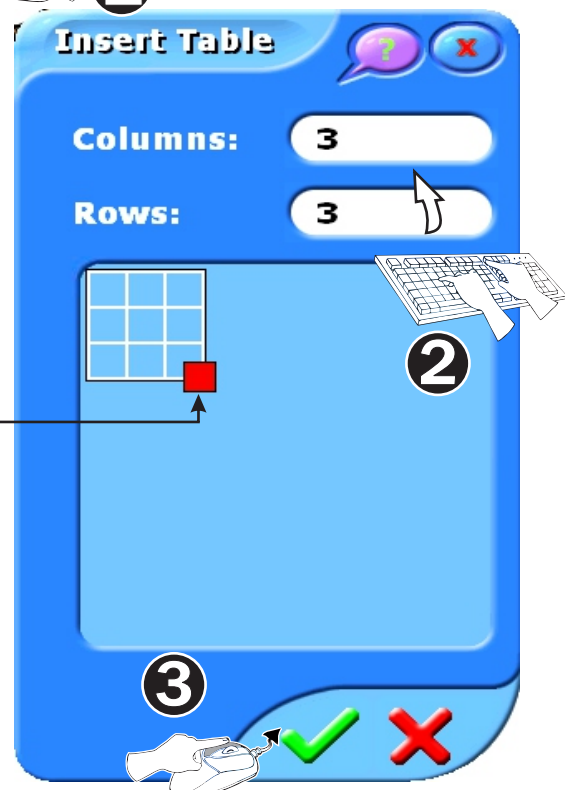
3. Click the **OK** button to add the table to your presentation.

Insert Table

Columns: 3
Rows: 3

149

Rows and Columns

Insert Rows button.
Inserts a single row above the currently selected cell.

Delete Rows button.
Deletes the row containing the selected cell.

Insert Columns button.
Inserts a single column to the right of the selected cell.

Delete Columns button.
Deletes the column containing the selected cell.

Deleting a Table

1. Click on the table that you want to delete.

2. Click the **Delete Table** button and the table will be deleted from the presentation.

   If there are multiple tables in the presentation, click within the table to be deleted and then, click the Delete Table button.