

# PowerPoint – Tables

<https://edu.gcfglobal.org/en/powerpoint/tables/1/>

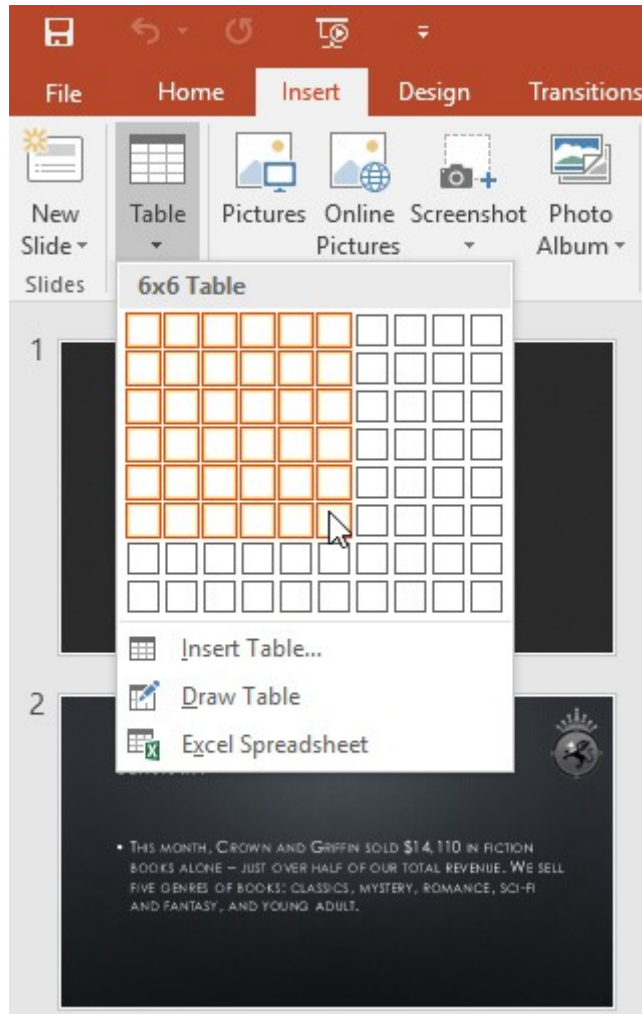
**Tables** are another tool you can use to display information in PowerPoint. A table is a grid of cells arranged in **rows** and **columns**. Tables are useful for various tasks, including presenting text information and numerical data. You can even **customize** tables to fit your presentation.

Optional: Download our [practice presentation](#).

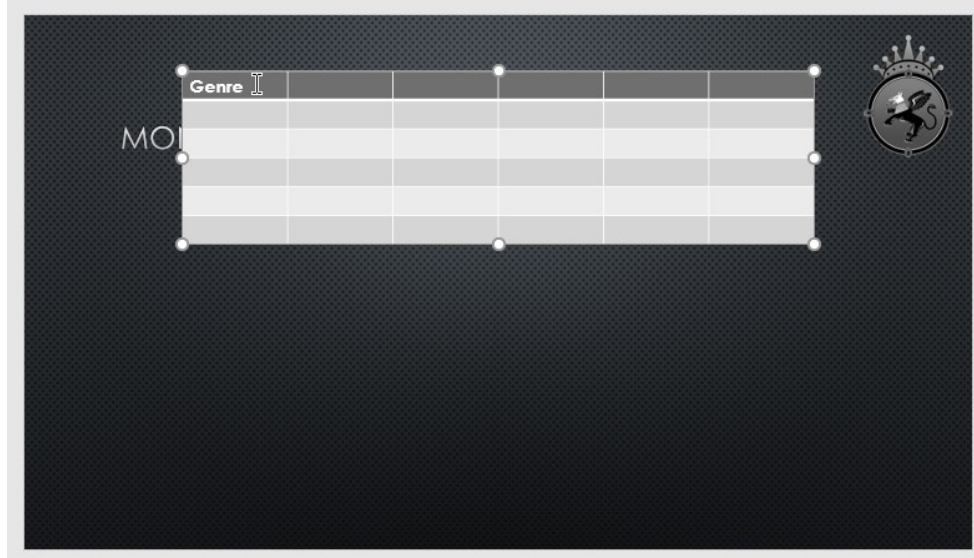
Watch the video below to learn more about inserting tables in PowerPoint.

To insert a table:

1. From the **Insert** tab, click the **Table** command.
2. Hover the mouse over the grid of squares to select the desired number of **columns** and **rows** in the table. In our example, we'll insert a table with **six rows** and **six columns** (6x6).



3. The table will appear on the currently selected slide. In our example, that's slide 3.
4. Click anywhere in the table and begin typing to add text. You can also use the **Tab** key or the **arrow keys** on your keyboard to navigate through the table.



You can also insert a table by clicking the **Insert Table** command in a **placeholder**.

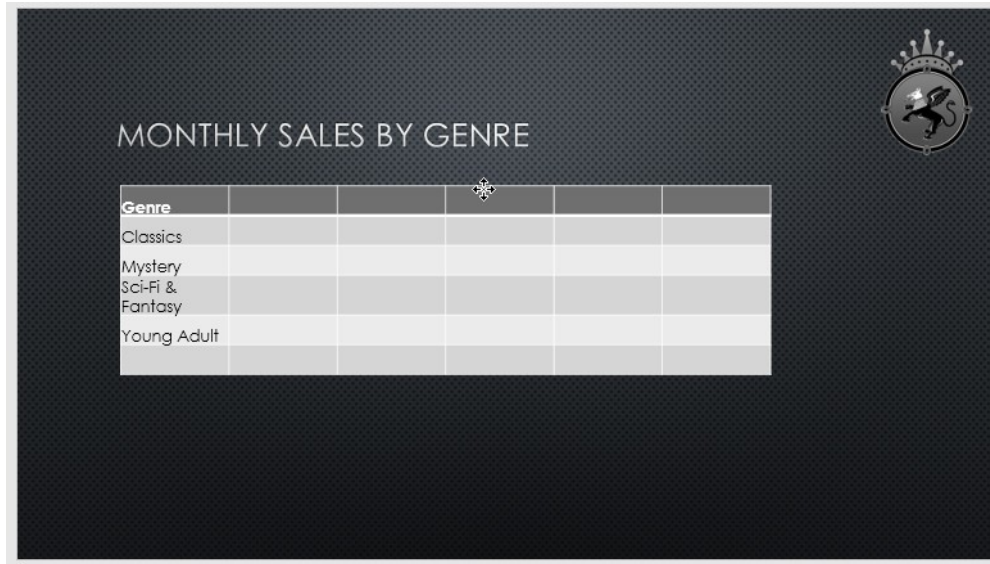


## Modifying tables

PowerPoint includes several options for customizing tables, including **moving** and **resizing**, as well as **adding rows** and **columns**.

To move a table:

- Click and drag the **edge** of a table to **move it** to a new location on a slide.

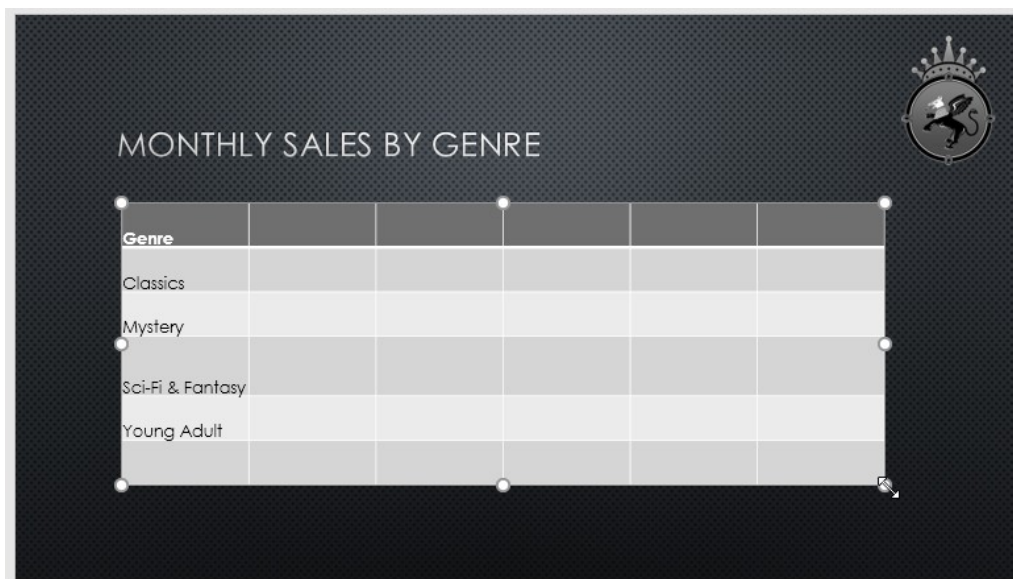


MONTHLY SALES BY GENRE

Genre					
Classics					
Mystery					
Sci-Fi & Fantasy					
Young Adult					

To resize a table:

- Click and drag the **sizing handles** until the table is the desired size.



MONTHLY SALES BY GENRE

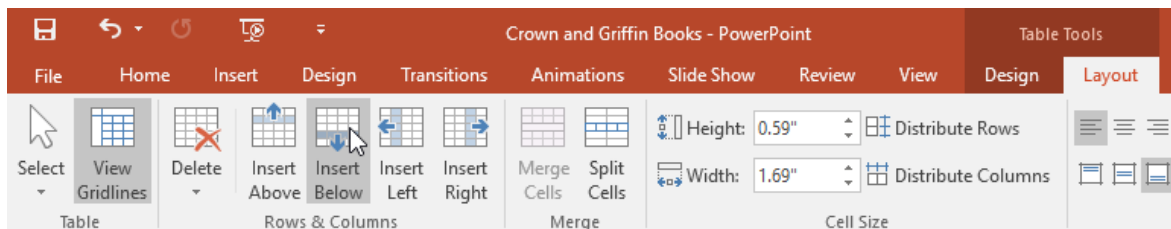
Genre					
Classics					
Mystery					
Sci-Fi & Fantasy					
Young Adult					

To add a row or column:

1. Click a cell **adjacent to** the location where you want to add a row or column. In our example, we'll select the cell that says **Mystery**.

Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

2. Click the **Layout** tab on the right side of the Ribbon.
3. Locate the **Rows & Columns** group. If you want to insert a new **row**, select either **Insert Above** or **Insert Below**. If you want to insert a new **column**, select either **Insert Left** or **Insert Right**.

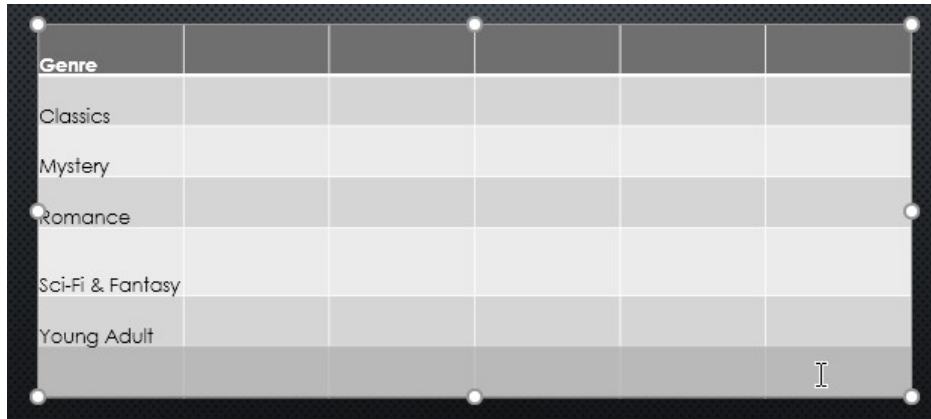


4. The new row or column will appear.

Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

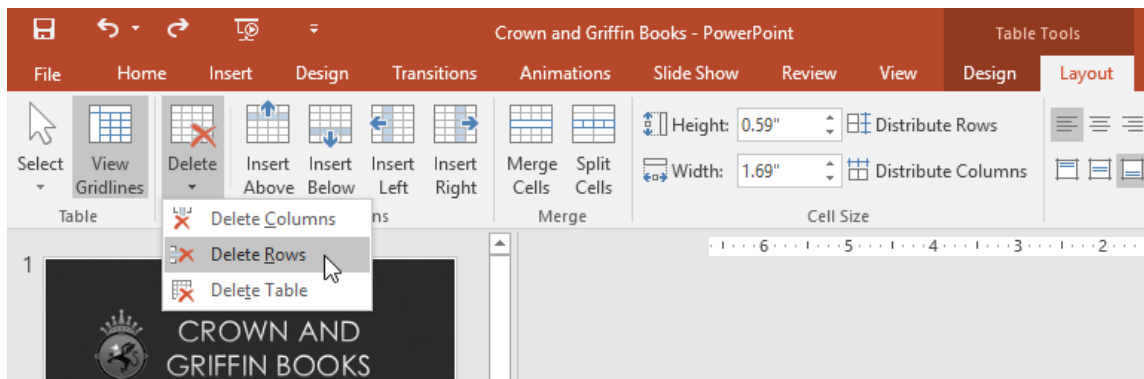
To delete a row or column:

1. Select the desired row or column. In our example, we'll select the **empty row** at the bottom of the table.

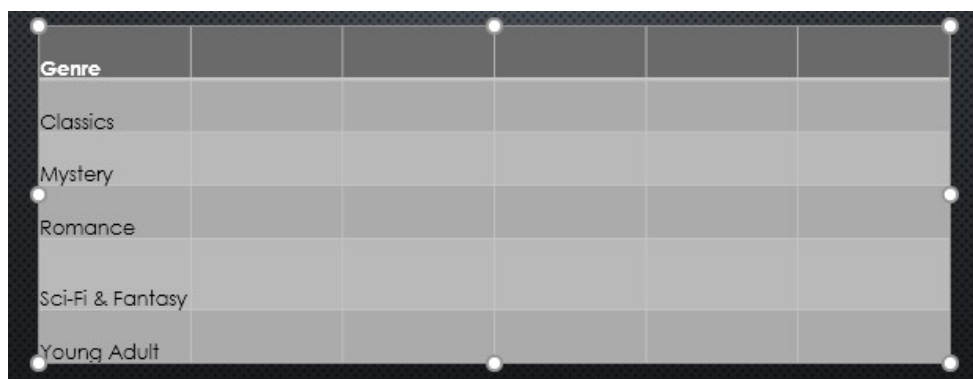


Genre					
Classics					
Mystery					
Romance					
Sci-Fi & Fantasy					
Young Adult					

2. From the **Layout** tab in the **Rows & Columns** group, click the **Delete** command, then select **Delete Rows** or **Delete Columns** from the menu.

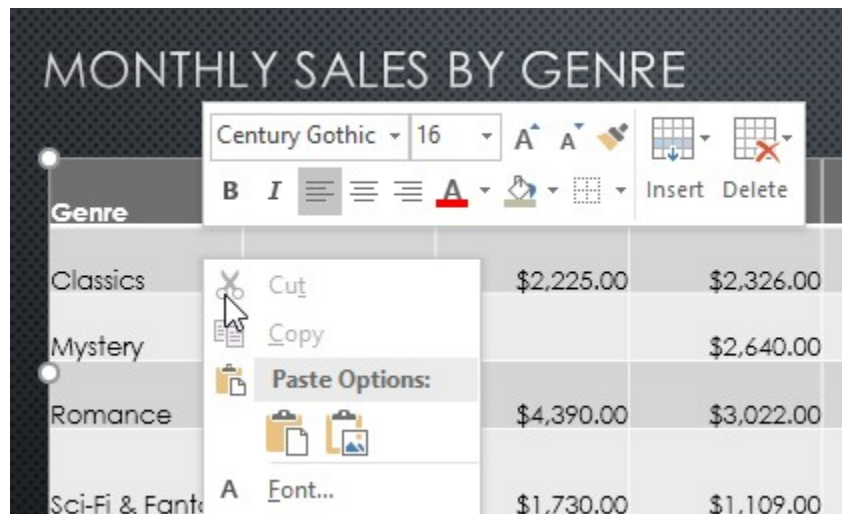


3. The selected row or column will be deleted.



Genre					
Classics					
Mystery					
Romance					
Sci-Fi & Fantasy					
Young Adult					

You can also access the **Insert** and **Delete** commands by right-clicking a table.



To delete a table:

- Click the edge of the table you want to delete, then press the **Backspace** or **Delete** key on your keyboard.

## Modifying tables with the Layout tab

When you select a table, the **Design** and **Layout** tabs will appear on the right side of the Ribbon. You can make a variety of changes to a table using the commands on the **Layout** tab.

Click the buttons in the interactive below to learn about the different commands on the Layout tab.

The screenshot shows the PowerPoint interface with the 'Table Tools' ribbon active. The table displayed is titled 'MONTHLY SALES BY GENRE' and contains the following data:

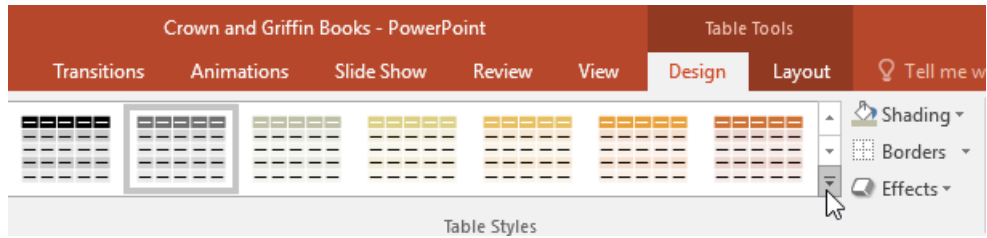
Genre	January	February	March	April	May
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	N/A		\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3,022.00	\$3,009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

## Customizing tables

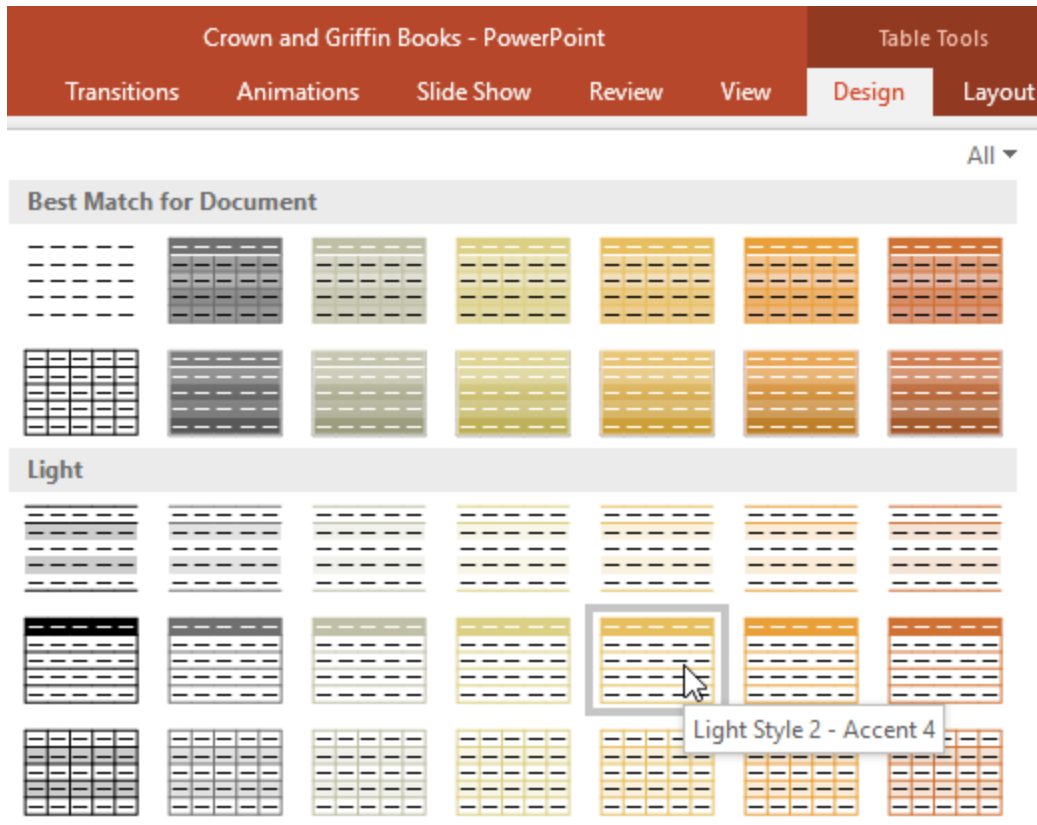
PowerPoint makes it easy to change the look and feel of your tables. For example, you can quickly apply different **table styles** and customize the **table borders**.

To apply a table style:

1. Select **any cell** in your table, then click the **Design** tab on the right side of the Ribbon.
2. Locate the **Table Styles** group, then click the **More** drop-down arrow to see available table styles.



3. Select the desired style.



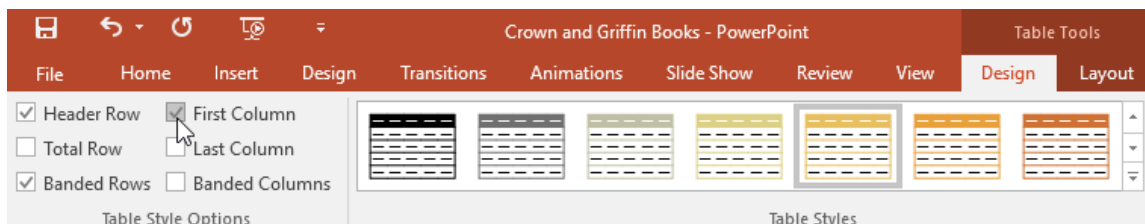
4. The selected table style will be applied.

Genre	January	February	March	April	May
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	N/A		\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3,022.00	\$3,009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

## To change table style options:

You can turn various options **on** or **off** to change the appearance of the table. There are several options: **Header Row**, **Total Row**, **Banded Rows**, **First Column**, **Last Column**, and **Banded Columns**.

1. Select **any cell** in your table.
2. From the **Design** tab, **check** or **uncheck** the desired options in the **Table Style Options** group.



These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with a few options to find the exact style you want.

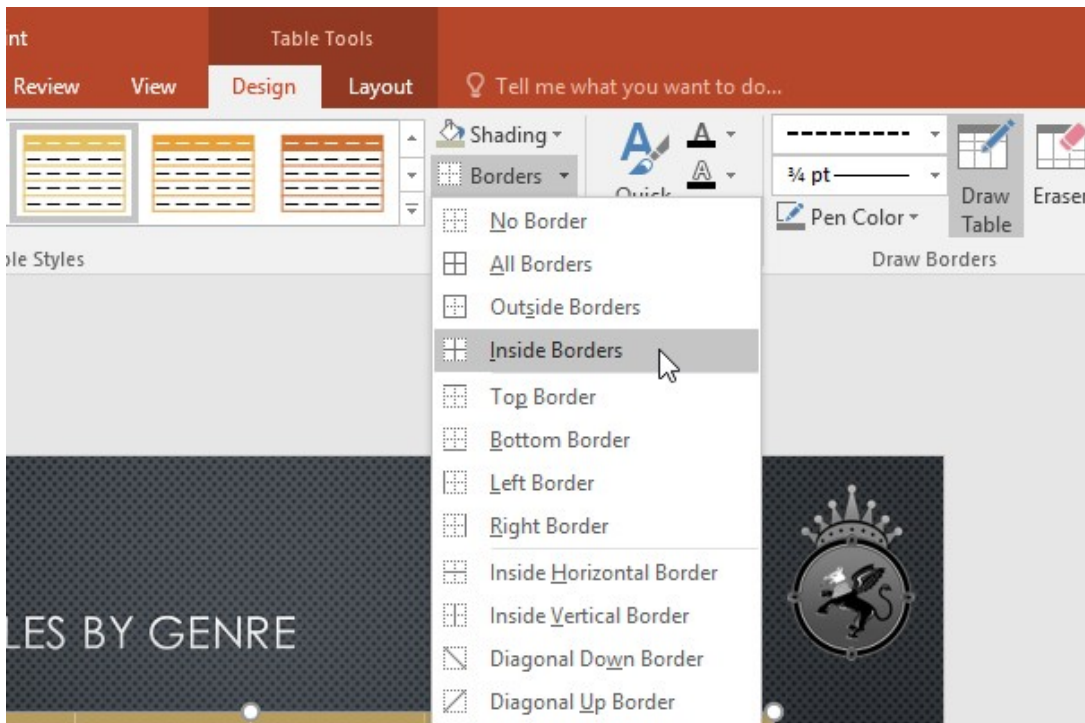
## To add borders to a table:

You can add **borders** to help define different sections of a table. Certain table styles may include borders automatically, but it's easy to add them manually or customize them. You can control the border **weight**, **color**, and **line style** for some or all of a table.

1. Select the cells where you want to add borders. In our example, we'll select **every cell** in our table.
2. From the **Design** tab, select the desired **Line Style**, **Line Weight**, and **Pen Color**.



3. Click the **Borders** drop-down arrow, then select the desired **border type**.



4. The border will be added to the selected cells.

Genre	January	February	March	April	May
Classics	\$1,580.00	\$2,225.00	\$2,326.00	\$2,017.00	\$2,134.00
Mystery	N/A		\$2,640.00	\$2,985.00	\$3,428.00
Romance	\$3,236.00	\$4,390.00	\$3,022.00	\$3,009.00	\$4,474.00
Sci-Fi & Fantasy	\$1,730.00	\$1,730.00	\$1,109.00	\$1,355.00	\$1,686.00
Young Adult	\$1,358.00	\$1,685.00	\$1,893.00	\$2,065.00	\$2,388.00

5. To **remove** borders, select the desired cells, click the **Borders** command, and select **No Border**.