

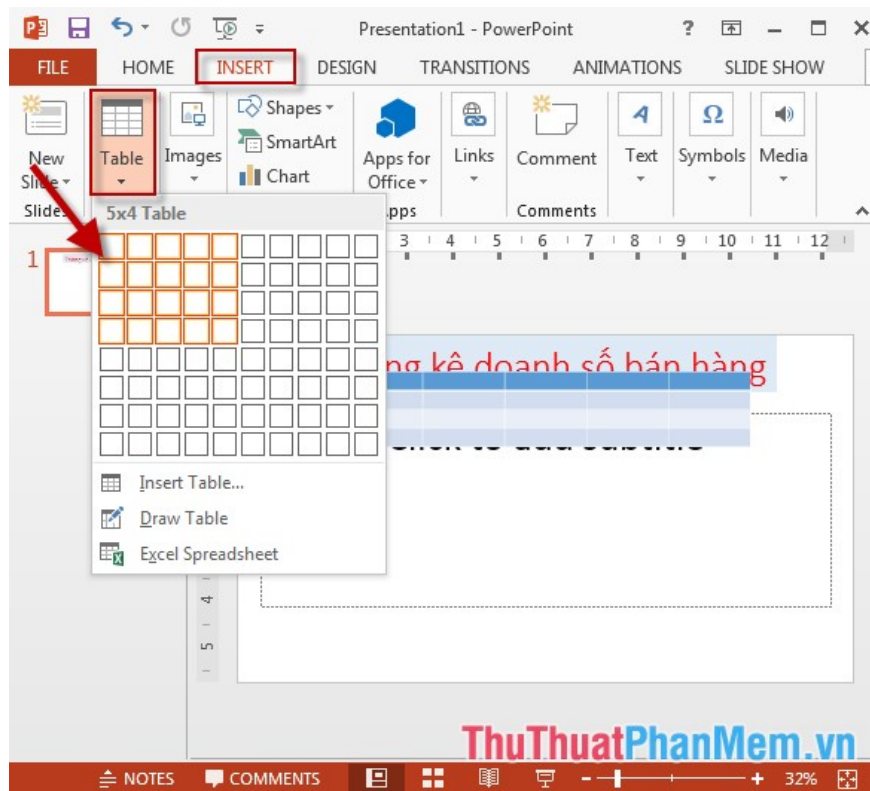
Add tables to slides in PowerPoint

Introduce how to add tables to slides in PowerPoint. 1. Create a table - Go to Insert - Table tab - select the number of rows and columns to create as shown: Or you can click Insert Table to enter the desired number of columns and rows.

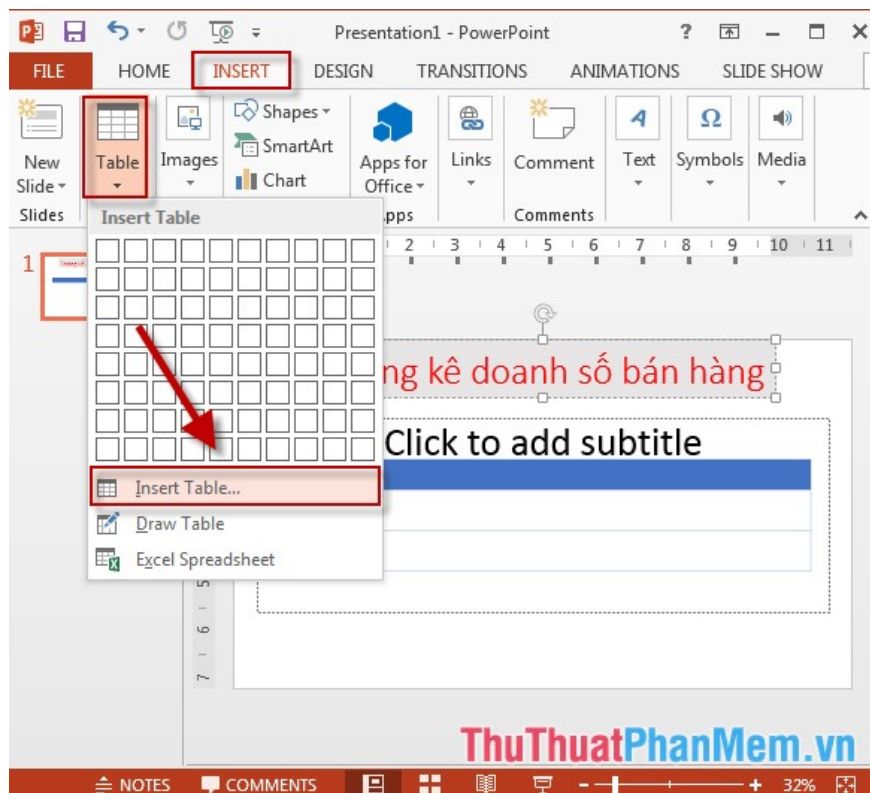
The following article introduces you in detail how to add tables to slides in PowerPoint.

1. Create a table

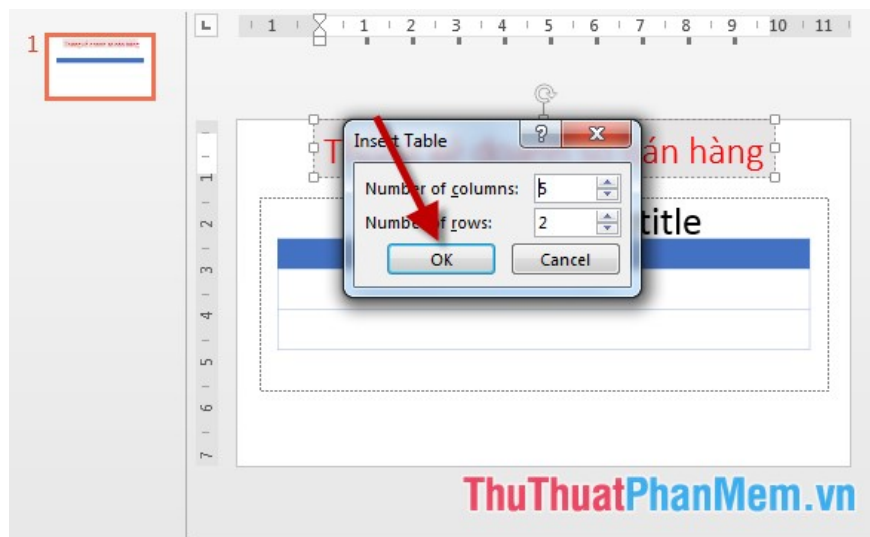
- Go to **Insert** -> **Table** -> select the number of rows and columns to create as shown:



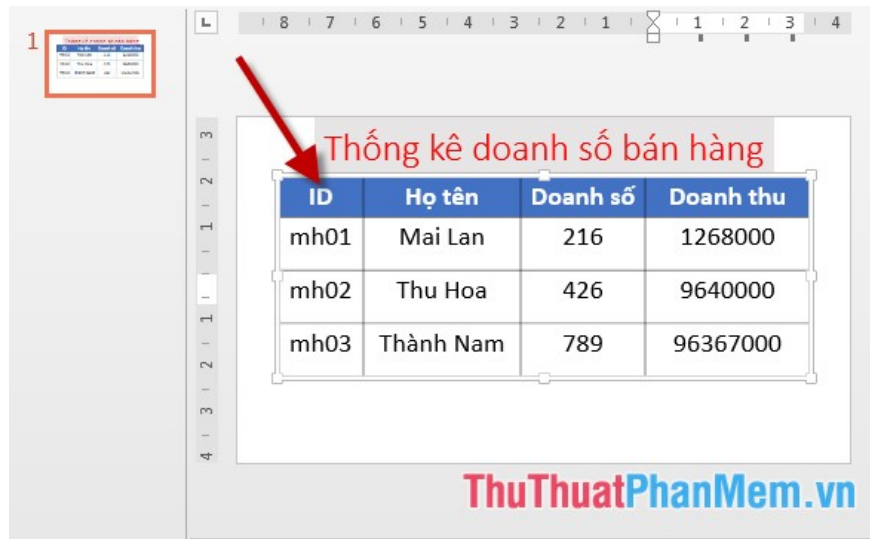
Or you can click **Insert Table** to enter the number of columns and rows you want:



- The dialog box appears enter the number of columns in the **Number of Columns**, number of lines in the **Number of Rows** -> click **OK**:

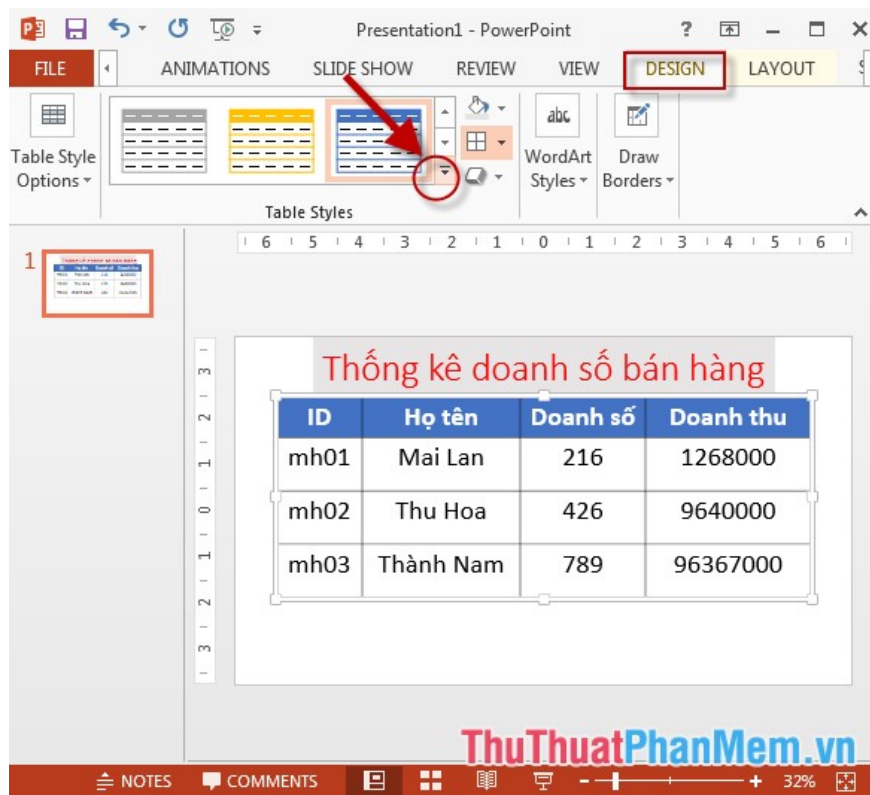


- The result has been created as shown in the table:

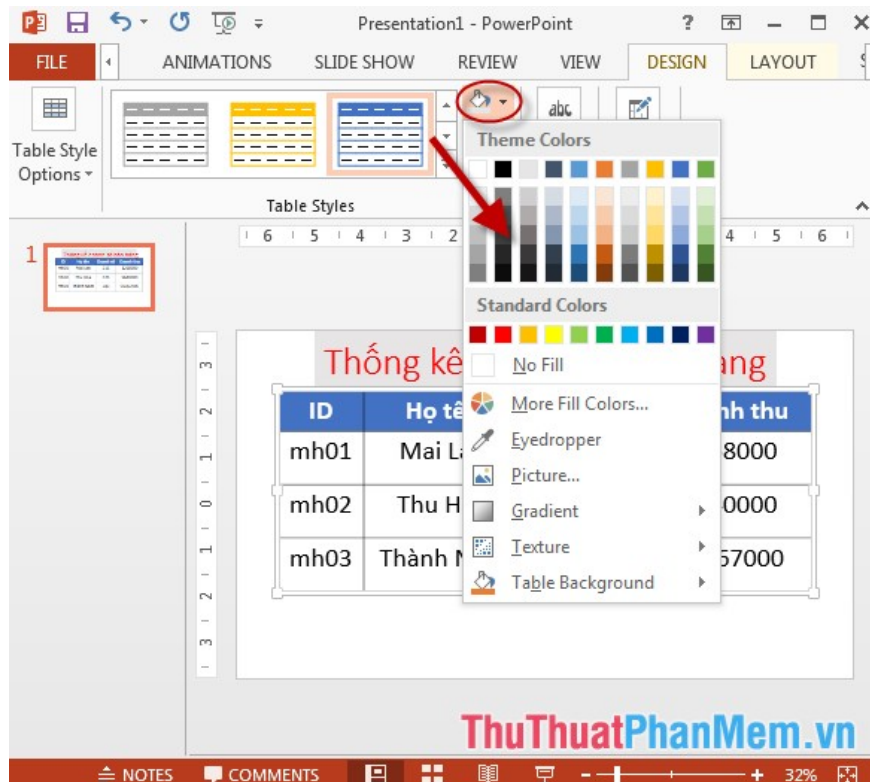


2. Edit the table structure.

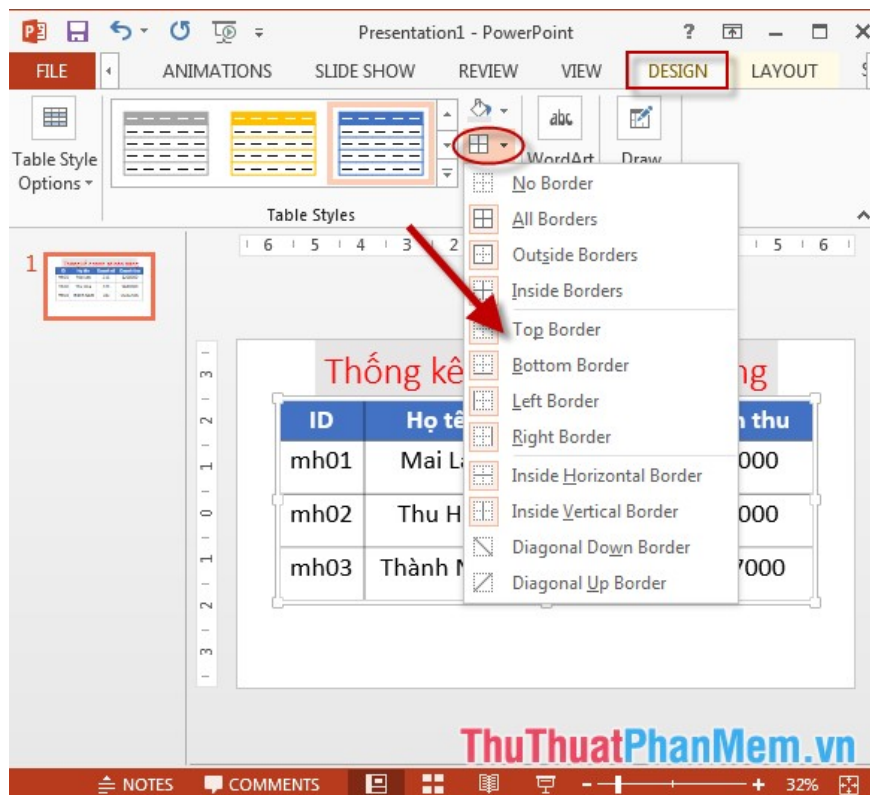
- To edit the structure of the table, click the table to edit -> **Design** -> **Table Styles** select the types of support available for the table:



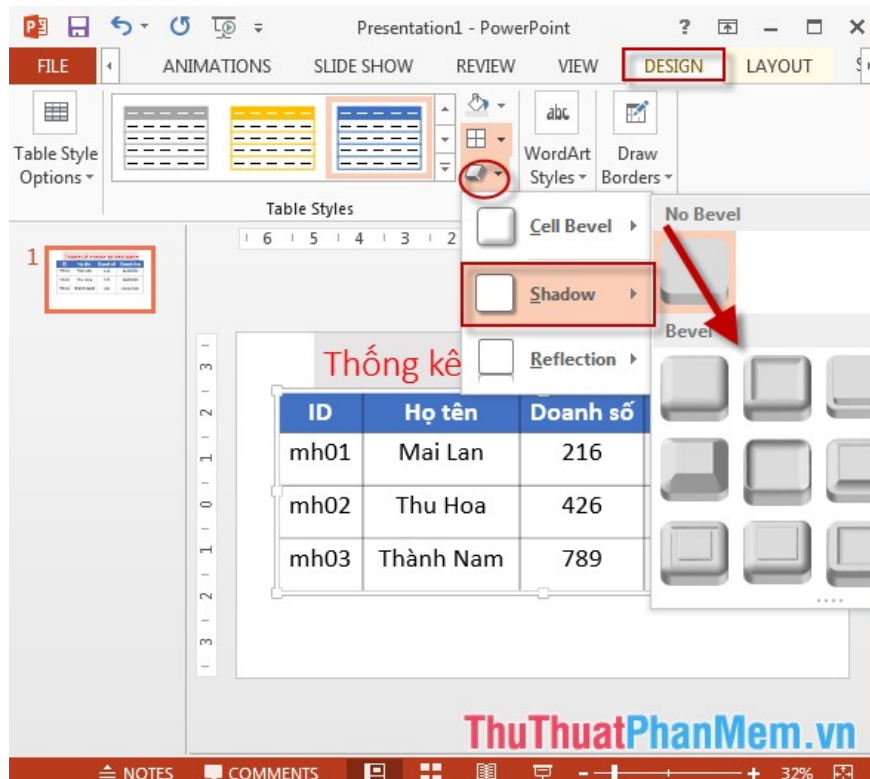
- Click the **Shading** section to select the color to fill the table:



- To create a border for the table click the **All border** icon -> select the type of border to create:

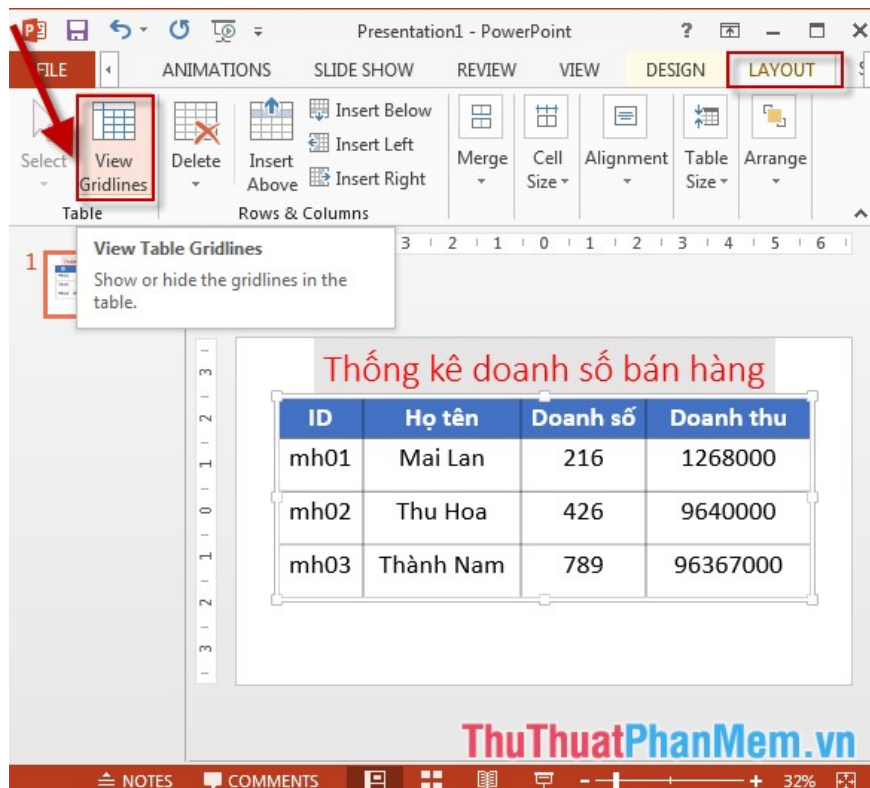


- To create effects for the **Effects** icon picker menu -> select the types of effects to create:

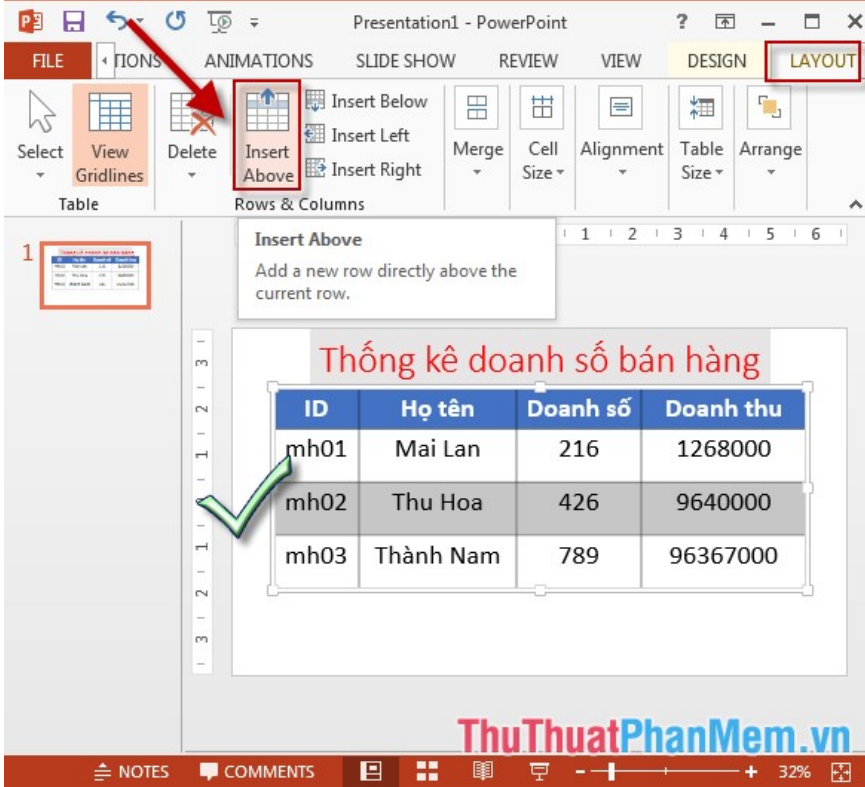


3. Format table.

- Want to display the table as a grid -> select the table -> **Layout** -> **View Gridlines**:



- To insert more rows for the table -> select the position of the row you want to insert by selecting the row next to it -> **Layout** -> **Insert Above** (insert above the current row position) or **Insert Below** (insert below the row position present):

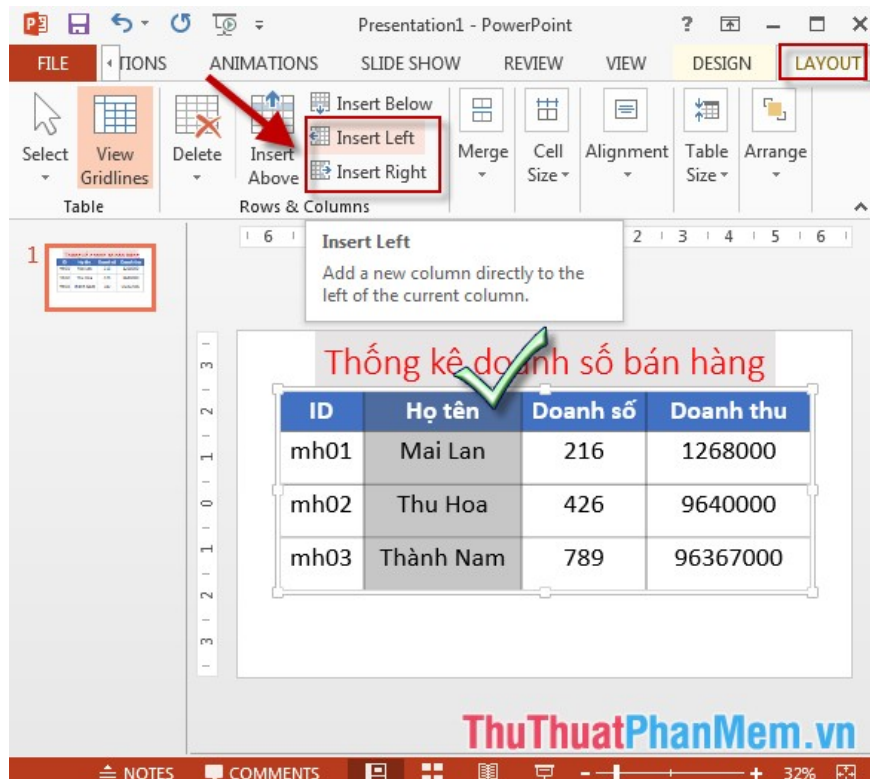


The screenshot shows the Microsoft PowerPoint interface. The 'LAYOUT' ribbon is active, and the 'Insert Above' button is highlighted with a red box and a red arrow. Below the ribbon, a table is displayed on a slide. The table has the following data:

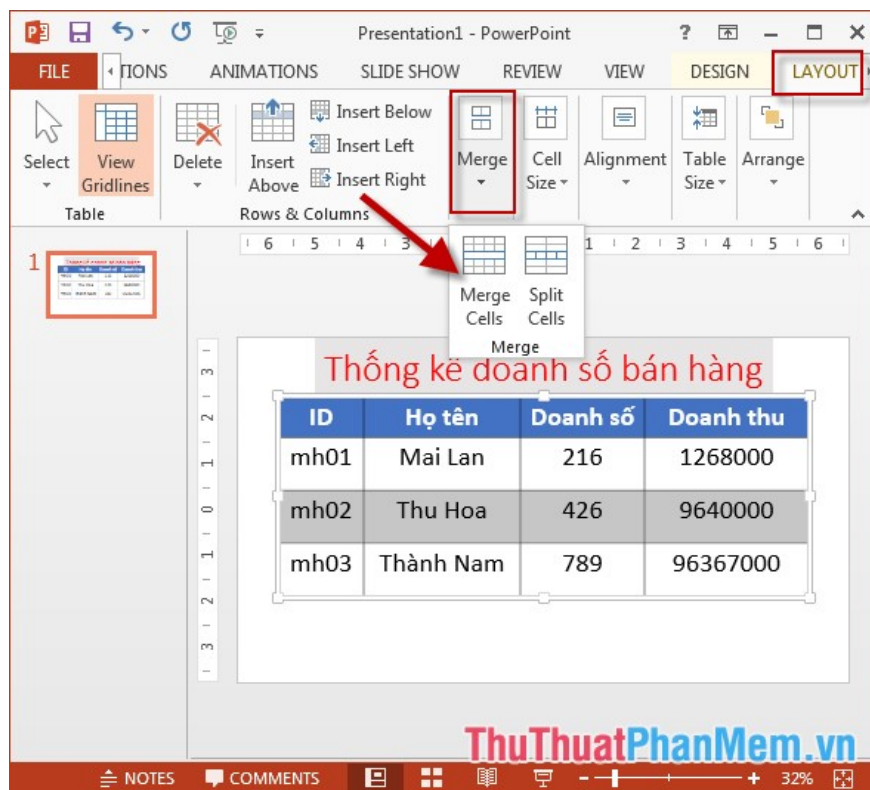
ID	Họ tên	Doanh số	Doanh thu
mh01	Mai Lan	216	1268000
mh02	Thu Hoa	426	9640000
mh03	Thành Nam	789	96367000

A green checkmark is placed next to the second row of the table. The slide title is 'Thống kê doanh số bán hàng'. The watermark 'ThuThuatPhanMem.vn' is visible at the bottom of the slide.

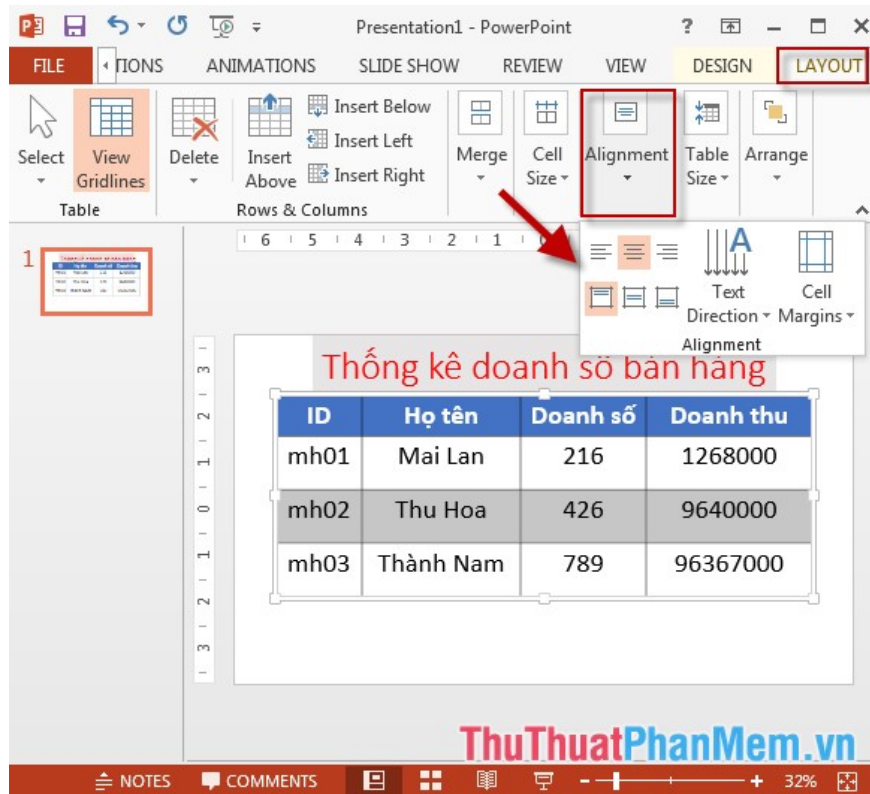
- Similarly, to insert more columns select **Insert Left** (insert to the left of the current column), **Insert Right** (insert to the right of the current column)



- To make a tie or split the **Merge** selection panel, choose **Merge Cells** or **Split Cells** depending on your requirements:



- Also click **Alignment** -> select the alignment types for the content in the table:



The above is a detailed guide on how to add tables to slides in PowerPoint.

Good luck!

You finished reading the article "**Add tables to slides in PowerPoint**" edited by the [TipsMake](#) team. We hope this article has provided you with many useful tech tips and tricks. You can search for similar articles on tips and guides. Thank you for reading and for following us regularly.