

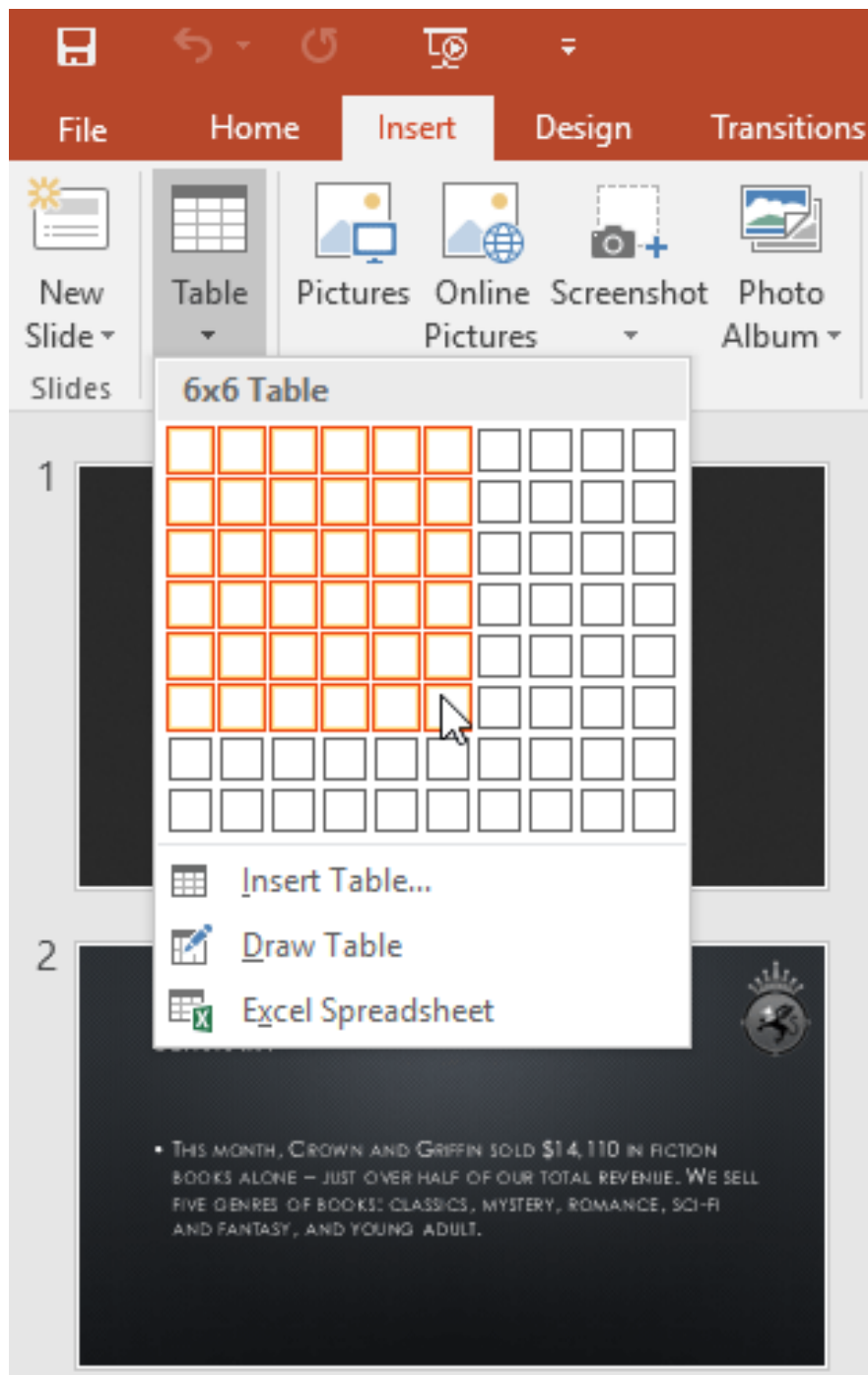
PowerPoint 2019 (Part 21): Tables

Tables are another tool you can use to display information in PowerPoint.

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 many different tasks, including presenting text information and numerical data. You can even customize tables to suit your presentation.

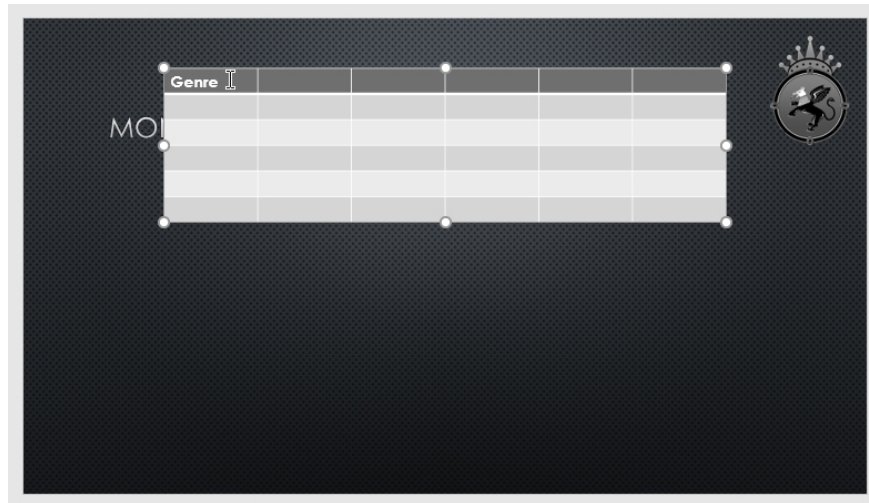
How to insert a table

1. From the **Insert** tab , click the **Table command**.
2. Hover your mouse over the grid to select the desired number of columns and rows in the table. For example, this will insert a table with 6 rows and 6 columns (6x6).

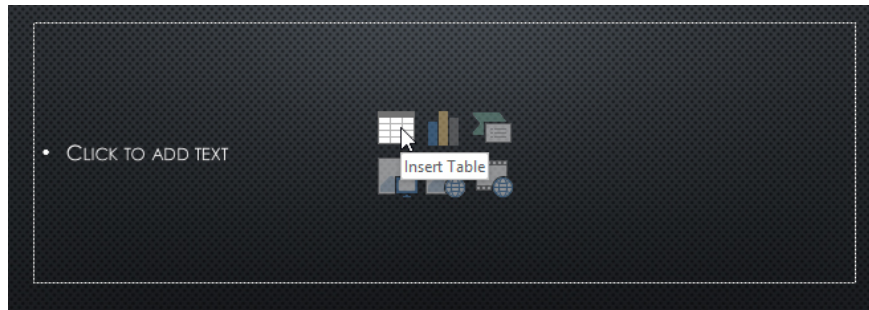


3. The table will appear on the currently selected slide. In this example, that's slide 3.

4. Click anywhere in the table and start 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 the placeholder.



Edit table

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

How to move a table

Click and drag the edge of the table to move it to a new position on the slide.

MONTHLY SALES BY GENRE

Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

How to resize a table

Click and drag the resizing handles until the board is the desired size.

MONTHLY SALES BY GENRE

Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

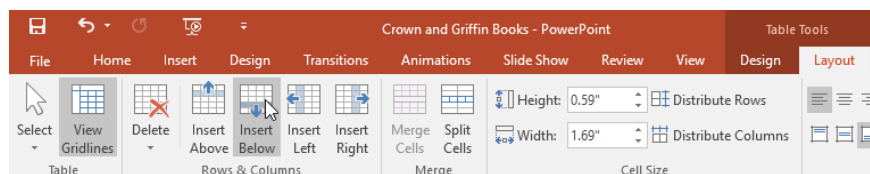
How to add a row or column

1. Click on the cell next to where you want to add a row or column. For example, we would select the cell containing the word "**Mystery**".

Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

2. Click on 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 **Insert Above** or **Insert Below**. If you want to insert a new column, select **Insert Left** or **Insert Right**.



4. A new row or column will appear.

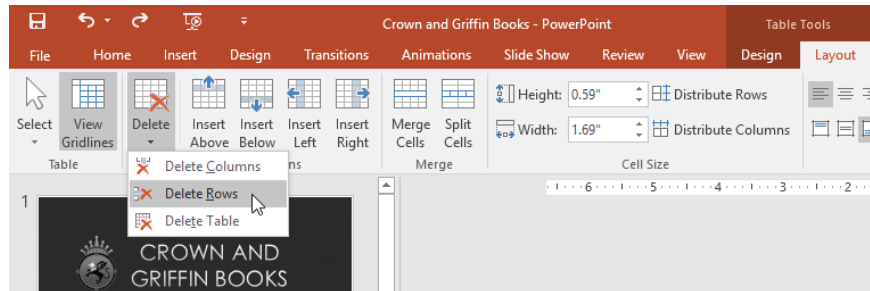
Genre				
Classics				
Mystery				
Sci-Fi & Fantasy				
Young Adult				

How to delete a row or column

1. Select the desired row or column. For example, this will select the empty row at the end of the table.

Genre					
Classics					
Mystery					
Romance					
Sci-Fi & Fantasy					
Young Adult					

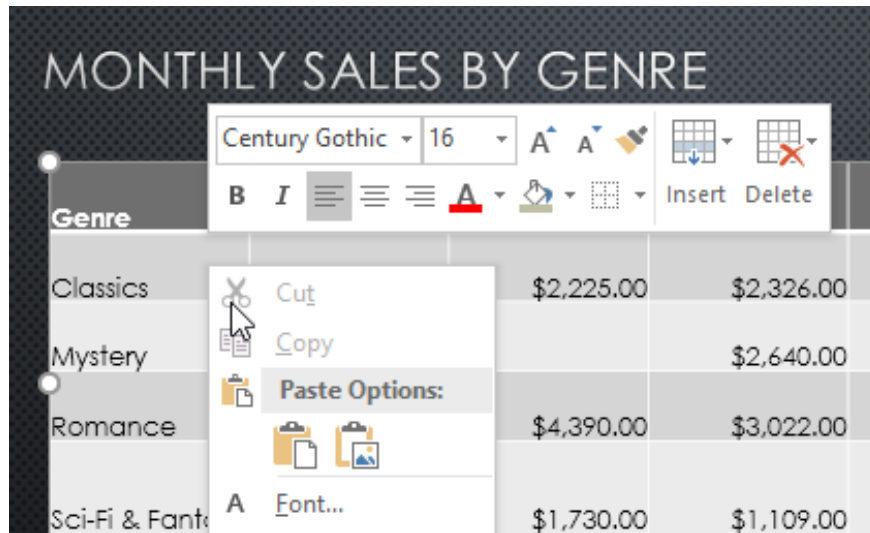
2. From the **Layout** tab in the **Rows & Columns** group , click the **Delete** command , then select **Delete Rows** or **Delete Columns** from the menu.



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 on the table.

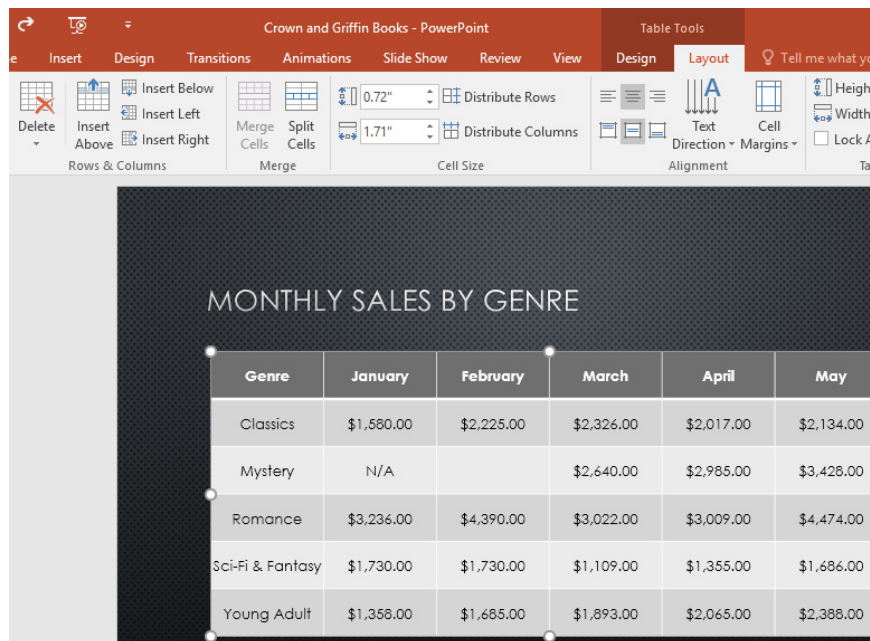


How to delete a table

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

Modify the table using 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 many changes to the table using the commands on the **Layout** tab.

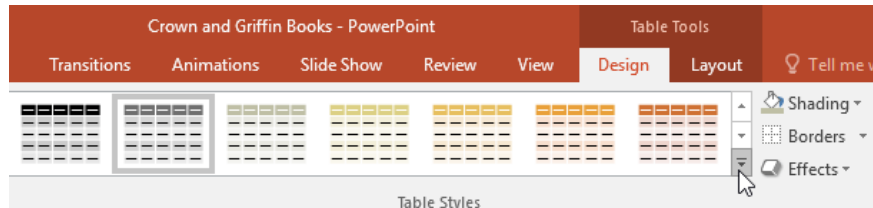


Customize the table

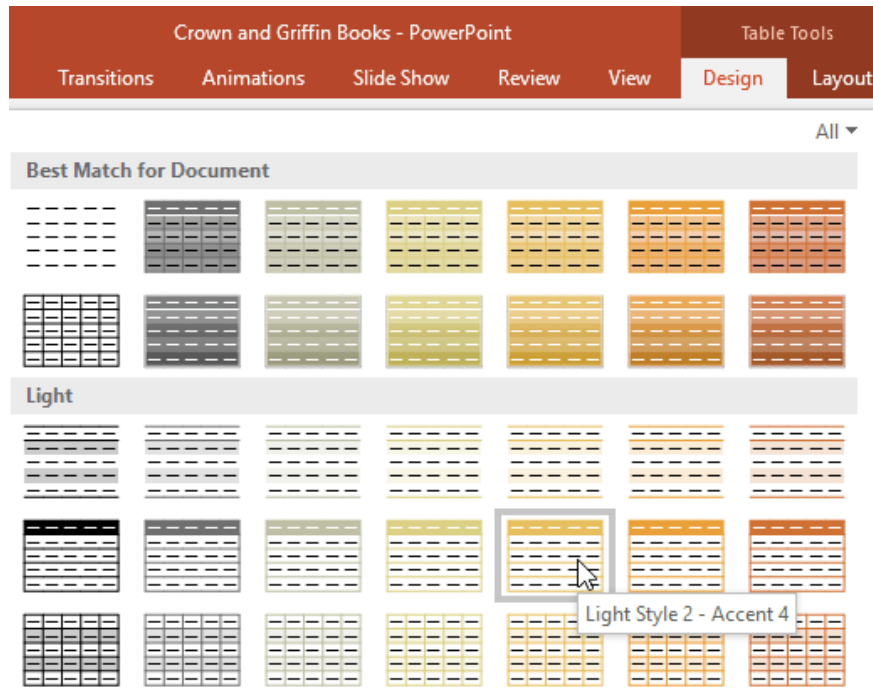
PowerPoint makes it easy to change the appearance of your tables. For example, you can quickly apply different table styles and customize table borders.

How to apply a table style

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



3. Select your desired style.



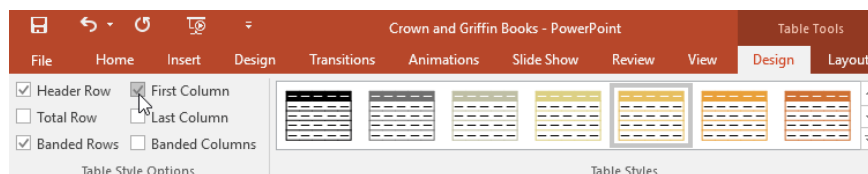
4. The selected table type will be applied.

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

How to change table style options

You can disable or enable various options 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 the table.
2. From the **Design** tab, select or deselect the desired options in the **Table Style Options** group.

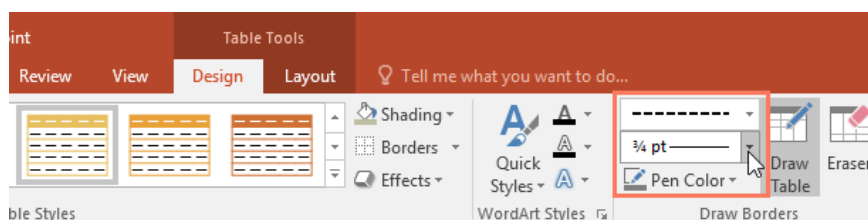


These options can affect your table style in various ways, depending on the type of content in your table. You may need to experiment with several options to find the exact style you want.

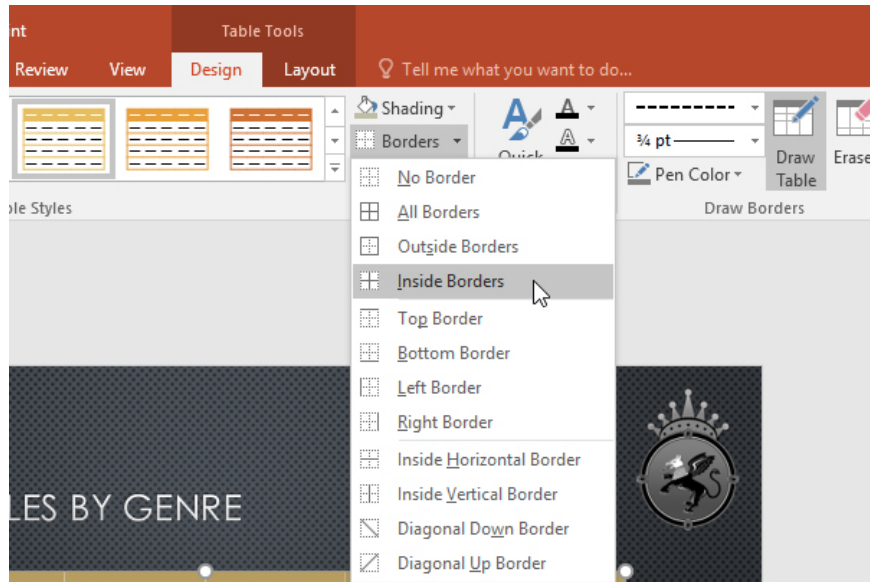
How to add borders to a table

You can add borders to help define different sections of the board. Certain board styles may automatically include borders, but you can easily add them manually or customize them. You can control the thickness, color, and style of the borders for some or all of the board.

1. Select the cells you want to add borders to. For example, this will select all cells in the table.
2. From the **Design** tab, select your desired **Line Style**, **Line Weight**, and **Pen Color**.



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



4. A 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 the border, select the desired cells, click the **Borders** command , and choose **No Border**.

You finished reading the article "**PowerPoint 2019 (Part 21): Tables**" 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.