Adding Tables to Your PowerPoint® 2016 Presentation

Course ID #: 7000-567-ZZ-Z

Hours: 2

Course Content

Course Description:

This course shows you how to use PowerPoint 2016 to add, populate, and work with tables in your presentations. Using tables is often the most effective way to convey large volumes of content in an easy-to-digest format.

Target Student:

This course is designed for students who wish to gain a foundational understanding of Microsoft PowerPoint 2016 to create and develop engaging multimedia presentations.

Topics:

Topic A: Create a Table
- Tables
- Table Creation Options
- The Insert Table Dialog Box
- Table Navigation Methods
- How to Create a Table
- Creating a Table

Topic B: Format a Table
- The Table Tools Contextual Tab
- The Design Tab
- The Layout Tab
- Table Styles
- Table Fill Options
- How to Format a Table
- Formatting a Table

Topic C: Insert a Table from Other Microsoft Office Applications
- Linking vs. Embedding
- The Insert Object Dialog Box
- How to Insert Tables from Other Microsoft Office Applications
- Inserting a Microsoft Excel Worksheet