

Concepts Review

True/False Questions

Each of the following statements is either true or false. Select your choice by indicating T or F.

- T F 1. You can adjust the width of individual columns in a table, but row heights must all be the same.
- T F 2. Effects can be used to give the table a 3-D look.
- T F 3. You don't need to be exact when you define the size of a table because it's easy to insert rows and columns later.
- T F 4. Borders are available in only one width.
- T F 5. Text in a table cell can have its vertical position adjusted, independent of other cells.
- T F 6. When you insert a new column, it is always inserted to the left of the currently selected column.
- T F 7. Cell margins can be altered in the same manner as text box margins can be altered.
- T F 8. You can remove a tab marker by dragging it off the ruler.

Short Answer Questions

Write the correct answer in the space provided.

1. What do you call the intersection between a column and a row?

2. Other than dragging down all the cells or using a button on the Ribbon, how can you select a column in a table?

3. What tab contains the Center Vertically button?

4. What method can be used to select the entire table?

5. What three types of 3-D effects are available to apply to the table?

6. What are the three methods to merge cells in a table?

7. What is different about splitting a cell diagonally from splitting it horizontally or vertically?

8. What's the quickest way to make a group of selected columns of varying widths all the same width?

Critical Thinking


Answer these questions on a separate page. There are no right or wrong answers. Support your answers with examples from your own experience, if possible.

1. Why might you choose to put information in a table instead of in a bulleted placeholder?
2. Tables can be created in three ways: inserting, drawing, or tabbing. Why would you choose one method over another? What criteria would affect which method you use?

Skills Review

Exercise 5-24


Create a table, key text, apply table styles.

1. Open the file **CookOff** and move to slide 4, which contains the WordArt title “The Winning Fare.”
2. Insert a new table by following these steps:
 - a. From the Insert tab, in the Tables group, click the Table button .
 - b. On the grid that appears, drag to define a (2 × 4) table two columns wide by four rows long.
3. Key text in the table by following these steps:
 - a. Click the upper-left cell to select it, and then key: **Name**
 - b. Press **Tab** to move to the next cell, and then key: **Recipe Description**

- Key the text shown in Figure 5-24 for the remaining cells.


Figure 5-24
Table text

Amy Grand	Hot Tomato Salsa
Juanita McLeod	Raspberry Cream Pie
William Steinberg	Roasted Chicken and Vegetables

- Apply a table style from the **Best Match for Document** category following these steps:
 - Select the table by right-clicking within the table and choosing **Select Table** from the shortcut menu.
 - From the Table Tools Design tab, in the Table Styles group, click the More button .
 - From the **Best Match for Document** category, choose **Themed Style 1, Accent 1**.
 - Move the table down a little to position it better on the slide.
- Create a slide footer for the current slide (slide 4 only) containing today's date and the text your name **[5-24your initials]**.
- Move to slide 1 and save the presentation as **[5-24your initials]** in your Lesson 5 folder.
- View the presentation as a slide show from slide 1.
- Print slide 4 only. If you have a color printer, print it in color.

Exercise 5-25






Draw a table, apply border and shading options.

- Open the file **Operate2**.
- Insert a new slide after slide 3 that uses the **Title Only** layout. Key the title **Capital Equipment 2007**. From the View tab, in the Show/Hide group, click the check box beside **Ruler** if it is not checked already.
- Draw a new table by following these steps:
 - From the Insert tab, in the Tables group, click the Table button  and choose **Draw Table**.
 - Use the Pencil pointer to draw a table from under "Capital" to under "2007" and down about 3.5 inches on the ruler.
 - Click and drag two vertical borders to create three columns.
 - Click and drag four horizontal borders to create five rows.
 - Press **[Esc]** to turn off the Pencil pointer.

4. For the table text, key the information shown in Figure 5-25.

Figure 5-25
Table text

	Column 1	Column 2	Column 3
Row 1		Leased	Bought
Row 2	Kitchen	9,450	24,350
Row 3	Dining	14,400	18,650
Row 4	Office	10,500	25,500
Row 5	Other	8,252	16,300

5. Apply Shading effects to table cells by following these steps:
- Move the pointer to the outside of the table beside row 1, when you get a right-facing arrow click to select all the cells in the first row.
 - From the Table Tools Design tab, in the Table Styles group, click the list box arrow on the Shading button .
 - Choose **Aqua, Text 2, Lighter 40%**.
 - Click the list box arrow on the Shading button  again and choose **Gradient**.
 - In the **Variations** category, choose **From Center**.
 - With the first row still selected, change the font color to a deep blue, **Indigo, Accent 6, Darker 50%**. Apply bold to the first row.
6. Make all the columns the same width and all the rows the same height by following these steps:
- Select the entire table by right-clicking within the table and choosing **Select Table**.
 - From the Table Tools Layout tab, in the Cell Size group, click the Distribute Columns button .
 - From the Table Tools Layout tab, in the Cell Size group, click the Distribute Rows button .
 - With the table still selected, change the font size of the entire table to 24 points.
7. Remove all the table's borders by following these steps:
- Select the entire table.
 - From the Table Tools Design tab, in the Table Styles group, click the arrow on the Borders button  and choose **No Border**.
8. Select all cells with numbers and the column heading cells, and make them right aligned.
9. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-25your initials]** as the footer.
10. Move to slide 1 and save the presentation as **[5-25your initials]** in your Lesson 5 folder.
11. View the presentation as a slide show; then preview and print the presentation as handouts, four slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 5-26

Draw a table; insert and delete rows and columns; adjust column and row width; apply formatting for text, shading, and borders.

















1. Open the file **Operate3**.
2. Display slide 5, titled “Reservation Requests.”
3. Draw a table on slide 5 by following these steps:
 - a. From the **Insert** tab, in the Tables group, click the Table button  and choose **Draw Table**.
 - b. Use the Pencil pointer to draw a table from under “Average” to under “Number” and down about 3.5 inches on the ruler.
 - c. From the Table Tools Design tab, in the Draw Borders group, click the Pen Color button  and choose **Light Blue, Accent 6, Darker 50%**.
 - d. If your pointer is not a Pencil pointer , click the Draw Table button .
 - e. Within the table, draw four vertical lines (to create five columns) and three horizontal lines (to create four rows). They don’t need to be the same size.
 - f. Press **[Esc]** to turn off the Pencil pointer.
4. For the table’s text, key the data in Figure 5-26. It’s okay if the text wraps within cells; you will fix the layout in the next few steps.

Figure 5-26
Table text

	Column 1	Column 2	Column 3	Column 4	Column 5
Row 1		Brunch	Lunch	Dinner	Late Night
Row 2	Weekday	3	35	75	3
Row 3	Weekends	21	12	100	15
Row 4	Memorial Day	7	5	12	4



5. Select the table and make it bold. Make all the numbers blue.
6. If the text “Weekday” or “Weekends” wraps to a second line, make the table a little wider by dragging either the right- or left-center sizing handle. Make sure the pointer appears as .
7. Insert a new row between “Weekends” and “Memorial Day” by following these steps:
 - a. Right-click “Memorial Day.”
 - b. Choose **Insert** from the shortcut menu and choose **Insert Above**.
 - c. If the table extends below the bottom of the slide, make the table smaller by dragging the bottom-center sizing handle up.


8. Insert a new column to the left of “Brunch” by following these steps:
 - a. Click anywhere in the “Brunch” column.
 - b. Click the Table Tools Layout tab, in the Rows & Columns group, choose **Insert Left**.
9. Delete a column and a row by following these steps:
 - a. Select the entire “Late Night” column (which might extend beyond the right edge of the slide).
 - b. Right-click the selection and choose **Delete Columns** from the shortcut menu.
 - c. Select the “Memorial Day” row. Right-click the selection and choose **Delete Rows** from the shortcut menu.
10. In the second column, key **Breakfast** for the column heading. Key **5** for “Weekday” and **18** for “Weekends.” Change the “Weekday” cell to **Weekdays**.
11. Key the following information in the new row:
Holidays  **6**  **9**  **15**  **94**.
12. Move the table to a new position and change its size by following these steps:
 - a. Right-click anywhere inside the table and choose **Select Table** from the shortcut menu.
 - b. Move your pointer over the table’s border until you see the four-pointed arrow . If necessary, drag the table so it is positioned on the white area of the slide so all numbers are easy to read.
 - c. Make the table wider by dragging the right-center sizing handle to the right until all text and numbers are on one line. Before you drag, make sure the pointer appears as .
13. Make all the columns the same width and all the rows the same height. Then adjust the first column size as needed to fit all on one line.
14. Align text horizontally by following these steps:
 - a. Select the first row by clicking the first cell and dragging down to the last cell.
 - b. From the Home tab, in the Paragraph group, click the Center button  (or press **Ctrl+E**).
 - c. Select all the cells that contain numbers by dragging diagonally across the cells.
 - d. Click the Align Right button  (or press **Ctrl+R**) to right-align the numbers.
15. Change cell margin settings by following these steps:
 - a. Make sure all the cells that contain numbers are selected.
 - b. From the Table Tools Layout tab, in the Alignment group, choose the Cell Margins button  and choose **Custom Margins**.
 - c. In the **Internal margin** section, key **0.5”** in the **Right** text box. Click **OK**.


16. Change the vertical alignment of text and numbers in their cells by following these steps:
 - a. Select the entire table from Table Tools Layout tab, in the Table group, choose the Select button  and **Select Table**.
 - b. Still working on the Table Tools Layout tab, in the Alignment group, click the Center Vertically button .
17. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-26your initials]** as the footer.
18. Move to slide 1 and save the presentation as **[5-26your initials]** in your Lesson 5 folder.
19. View the presentation as a slide show; then preview and print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

Exercise 5-27

Insert a table, merge cells, work with tabbed tables.

1. Open the file **Tucson1**.
2. Insert a new slide after slide 2 and use the **Title and Content** layout. Key **Appetizers** as the title.
3. Set a decimal tab at the 4.5-inch on the ruler by following these steps:
 - a. Click in the body text placeholder.
 - b. Click the Tab Type marker until the Decimal Tab Marker  appears.
 - c. Click on the ruler at the 4.5-inch mark.
4. Key the following in the body text placeholder, pressing  before each price:

Wild Rice Soup		5.25
Dill Cucumber Salad		4.50
Four Bean Salad		4.25

5. Insert a new slide after slide 3 and use the **Title Only** layout. Key **Entrees** as the title.
6. Insert a table with three columns and seven rows.
7. Merge the cells in rows three, five, and seven using the following steps:
 - a. Select the cells in row three.
 - b. From the Table Tools Layout tab, in the Merge group, choose the Merge Cells button .
 - c. Repeat the process for row five and row seven.



TIP

You can use right tabs instead of decimal tabs to align numbers if all the numbers in the list have the same number of decimal places.

8. Key the text as shown in Figure 5-27 into your table.

Figure 5-27
Table text

	Column 1	Column 2	Column 3
Row 1	Entrée	Dinner	Lunch
Row 2	Chicken Fajitas	9.50	6.25
Row 3	Chunky chicken, Monterey Jack cheese, tomatoes, and olives wrapped in a flour tortilla		
Row 4	Dijon Chicken Rolls	9.95	6.50
Row 5	Rolled boneless chicken breast filled with spicy bread crumbs and dressed with a Dijon sauce		
Row 6	Thai Stir Fry	10.25	7.50
Row 7	Tasty shrimp with fresh garden vegetables served over your choice of wild or white rice		

9. Move the table down and resize as necessary the table, columns, and rows.
10. Center the text vertically in the table.
11. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-27your initials]** as the footer.
12. Save the presentation as **[5-27your initials]** in your Lesson 5 folder.
13. Preview and then print the presentation as handouts, four slides per page, grayscale, landscape, framed. Close the presentation.

Lesson Applications

Exercise 5-28

Create a presentation with a table slide, apply table styles, arrange and format text, and change column widths and table size.


1. Open the file **Print1**.
2. Insert three slides after slide 1. Use the **Title and Content** layout for all three slides.
3. On slide 4, select the Table button  from the content placeholder, and select the correct number of columns and rows before keying the information in. Select the entire table and change the font to red. On the table, each cell in the first row should contain two lines of text.
4. Key the text in Figure 5-28.

Figure 5-28
Presentation content

Slide 2

Print Advertising 2007

- Campaigns use a variety of print media
- Each medium targets a specific market segment
- Every campaign must meet specific sales objectives

Slide 3


Coupon Redemption

- Effective measure of return on investment
- Used for promotional purposes in a variety of print media

Slide 4

Coupons Redeemed 2006

	Column 1	Column 2	Column 3	Column 4
Row 1	Newspaper	Coupons	Average	Cost of
	Magazine	Redeemed	Check	One Ad
Row 2	NY Times	414	\$31.50	\$6,800
Row 3	NY Magazine	476	\$25.00	\$2,850
Row 4	NY Runner	1,063	\$23.50	\$975
Row 5	NY Health	125	\$16.25	\$650

5. On slide 4, change the Table style to **Themed Style 2, Accent 4** in the **Best Match for Documents** category.
6. For the entire table, change all right and left cell margins to 0.2 inches. Using the pointer , double-click each column border so that each column self-adjusts to fit the widest text in the column.
7. Center the headings for the columns containing numbers.
8. Right-align all numbers.

9. Vertically center all text and numbers in the table.
10. Adjust the overall size and position of the table for attractive positioning on the slide, as shown in Figure 5-29.

Figure 5-29
Completed table
slide

Newspaper Magazine	Coupons Redeemed	Average Check	Cost of One Ad
NY Times	414	#31.50	\$6,800
NY Magazine	476	\$25.00	\$2,850
NY Runner	1,063	\$23.50	\$975
NY Health	125	\$16.25	\$650

11. Create a slide footer for the current slide (slide 4) containing today's date and the text your name, **[5-28your initials]**.
12. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-28your initials]** as the footer.

13. Save the presentation as **[5-28your initials]** in your Lesson 5 folder.
14. Print the current slide (slide 4) in full size.
15. View the presentation as a slide show; then preview and print the presentation as handouts, four slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 5-29

Insert a table slide; insert rows; change row height, column width, alignment, and cell margins; and apply a 3-D effect.

1. Open the file **Ads2**.
2. On slide 1, change "Student Name" to Your Name.
3. Insert a table on a new slide after slide 1 and key the text shown in Figure 5-30.

Figure 5-30
Table text

Advertising Effectiveness			
	Column 1	Column 2	Column 3
Row 1		New Customers	Total Revenue
Row 2	Newspaper	28%	30%
Row 3	Radio	10%	5%
Row 4	Yellow Pages	6%	12%

4. Resize the title placeholder to fit on one line.
5. Apply the following formatting to the table's text:
 - Center the text in the first row.
 - Right-align all the numbers and apply a cell right margin, so that the numbers appear centered under their headings.

- Apply a 0.25-inch left margin to all the cells in the first column.
 - If necessary, adjust the column width of the first row so that “Yellow Pages” is on one line.
6. Insert a row above “Yellow Pages” with the following text:
Mailers 12% 18%
 7. Make the table easy to read by adjusting the column widths, row heights, and vertical alignment of cells, as necessary. Resize and reposition the table appropriately on the slide.
 8. Change the table style to **Themed style 1, Accent 1**.
 9. Select all of the text in the table except the first row and change the font to **Gray-50%, Background 2, Darker 50%**.
 10. Add a **Convex** cell bevel to the entire table.
 11. Create a slide footer for the current slide (slide 2) containing today’s date and your name and the text **[5-29your initials]**.
 12. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-29your initials]** as the footer.
 13. Check spelling and change any words that need to be corrected.
 14. Save the presentation as **[5-29your initials]** in your Lesson 5 folder.
 15. Print slide 2 in full size.
 16. View the presentation as a slide show; then preview and print the presentation as handouts, six slides per page, grayscale, landscape, framed. Close the presentation.

Exercise 5-30

Create a tabbed table.

1. Start a new blank presentation. Use the **Concourse** design theme with the **Equity** color theme.
2. On slide 1, key a two-line title with the text **Good 4 U** and **Softball Schedule**.
3. Key **Spring/Summer 2008** for the subtitle.
4. Find a softball clip art image and insert it on the title slide in the color bar at the bottom. Duplicate the softball several times, and resize the images to look as though they are getting smaller. See Figure 5-31 for an example.

Figure 5-31
Slide 1



5. Using the **Title Only** layout, create slide 2 as shown in Figure 5-32. Key the table and its heading all in one text box and format the table as follows:

- Set appropriate tabs.
- Add bold to the headings.
- Change the font size to 20 points.
- Position the table appropriately on the slide.

6. Add the same softball used in slide 1 to the bottom left corner of slide 2.

Figure 5-32
Slide 2

Date	Opponent	Location	Time
7/6	American Sports	Away	5:45
7/13	Jim Jones Pie Co.	Home	6:00
7/20	Smith's Shoes	Home	6:00
7/27	Ace Factory Supply	Away	5:45
8/3	American Sports	Home	6:00
8/10	Jim Jones Pie Co.	Away	6:15
8/17	Smith's Shoes	Away	6:15
8/24	Ace Factory Supply	Home	6:00

7. Using the **Title and Content** layout, create slide 3 as shown in Figure 5-33.

8. Copy and paste the softball from slide 2 onto slide 3, and insert a softball image recolored to match the theme colors on the right of the slide.

Figure 5-33
Slide 3



9. Check spelling in the presentation. The names of team members are spelled correctly; do not make any changes.
10. Create a handout header and footer: Include the date and your name as the header and the page number and filename **[5-30your initials]** as the footer.
11. Save the presentation as **[5-30your initials]** in your Lesson 5 folder.
12. Preview and then print the presentation as handouts, three slides per page, landscape, grayscale, scale to fit paper, framed. Close the presentation.

Exercise 5-31 ♦ Challenge Yourself

Edit and format a presentation including a table slide, add data, change alignment, change table colors, and merge cells.

1. Open the file **MktSum**.
2. Create a table on a new slide after slide 3 using the layout **Title Only** layout. Key the title **Marketing Expenses 2006**.
3. Draw a table using the Pencil pointer. Change the font of the first row to 28 points, brown, and bold. Center the first row vertically and horizontally within the cell. Use Figure 5-34 for as an example to create the table.

Figure 5-34
Table slide

Media	Budget	Percent
Advertising	\$295,000	50.4%
Direct Mail	\$95,000	16.2%
Sports Events	\$140,000	25.0%
Promotions	\$55,000	9.4%

4. Use appropriate alignment techniques, fill colors, and border treatments. Use a preset gradient color for the heading row fill for a gold appearance. (This option is found under More Gradients.)
5. Distribute the columns and rows evenly.
6. Using the **Title and Content** layout, insert a new slide after slide 4 with the title **Estimated Budget 2007**. Use Figure 5-35 as an example to create the table. Choose an appropriate table style to coordinate with the theme.

7. Adjust the size of the columns, rows, and table as necessary to present an attractive table.
8. Select the table and choose the Reflection Effect of **Half Reflection, 4 pt offset**.

Figure 5-35
Table slide

Media	Budget	Percent
Advertising	\$326,270	50.60%
Direct Mail	\$105,260	16.33%
Sports Events	\$152,180	23.60%
Promotions	\$61,050	9.47%

9. Create a handout header and footer: Include the date and your name as the header, and the page number and text **[5-31your initials]** as the footer.
10. Check spelling in the presentation.
11. Save the presentation as **[5-31your initials]** in your Lesson 5 folder.
12. View the presentation as a slide show; then preview and print the presentation as handouts, six slides per page, grayscale, framed. Close the presentation.

On Your Own

In these exercises you work on your own, as you would in a real-life work environment. Use the skills you've learned to accomplish the task—and be creative.

Exercise 5-32

Use a recipe to create a series of slides describing a prepared dish. Create a title slide with the name and where the recipe came from, and, if possible, a picture of the finished dish. Add one or two slides describing in general terms what the dish contains and why it is good. Create a series of slides containing tables that present the ingredients and steps to create the recipe.

Design your own table structures to present the information in a way that you think is easy to understand using inserted tables with table styles, tables that you draw, and tabbed tables. Format your presentation attractively; picking up colors, fonts, and other style features that accent the recipe that you have chosen. Save your presentation as **[5-32your initials]**. Preview, and then print the presentation as handouts.

Exercise 5-33

Find a schedule of events from your local newspaper or other source, for example, a movie schedule, your class schedule, the TV listings, or a schedule of community or school events. Create a presentation containing a table that lists those events in a way you think is easy to understand. Create a second table listing the three events or classes you think are the most interesting in one column and a description of those events in a second column. The presentation should include a title slide, two table slides, and any other slides you think will enhance your presentation. Use your creativity to make the tables interesting and fun to view. Be sure to resize the table and cells as needed and add borders, shading, and effects to add interest. Save the presentation as **[5-33your initials]**. Preview, and then print the presentation as handouts.

Exercise 5-34

Create a single-slide presentation with a personal grocery or other shopping list in table format. (If you have a long list, use two or more slides.) Create columns based on the categories of items you need to purchase. For example, frozen meat, canned goods, refrigerated items, etc. List items that you need to buy in each section of a grocery store under the proper column heading. Format your table attractively and in keeping with your own personality (making sure it is easy to read). If you create a really thorough list, you can print copies and circle what you need to purchase each time you go to the store. Save the presentation as **[5-34your initials]**. Preview, and then print the presentation as a full-size slide(s).