

Concepts Review

True/False Questions

Each of the following statements is either true or false. Indicate your choice by circling 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 dimensional 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 independently 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 provide a space between cell borders and the contents of the cell.
- T F 8. After setting ruler tabs, you can remove one of these tabs 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 a table?

6. What are the three methods of merging cells in a table?

7. What is different about splitting a cell diagonally compared to 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. 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, and apply table styles.



1. Open the file **CookOff**, and move to slide 4, “The Winning Fare.”
2. Insert a new table by following these steps:
 - a. Click the Table button  in the content placeholder.
 - b. In the dialog box that appears, choose two columns by four rows.
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**.
4. Key the text shown in Figure 5-24 for the remaining cells.

Figure 5-24
Table text





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

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


Exercise 5-25

Draw a table, and apply border and shading options.





1. Open the file **Operations1**.
2. Insert a new slide after slide 3 that uses the **Title Only** layout. Key the title **Capital Equipment 2012**.
3. Draw a new table 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 "Capital" to under "2012" and down about 3.5 inches on the ruler.
 - c. From the Table Tools Design tab, in the Draw Borders group, click the Draw Table button .

- d. Click and drag two vertical borders to create three columns.
 - e. Click and drag four horizontal borders to create five rows.
 - f. 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 in
completed table



	Lease	Purchase
Kitchen	9,450	24,350
Dining	14,400	18,650
Office	10,500	25,500
Other	8,252	16,300

5. Apply shading effects to table cells by following these steps:
 - a. 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.
 - b. From the Table Tools Design tab, in the Table Styles group, click the Shading button .
 - c. Choose **Aqua, Text 2, Lighter 40%**.
 - d. Click the list box arrow on the Shading button again, and choose **Gradient**.
 - e. In the **Variations** category, choose **From Center**.
 - f. 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.
 - g. Horizontally center the first row of text.
6. Make all the columns the same width and all the rows the same height by following these steps:
 - a. Select the entire table by right-clicking within the table and choosing **Select Table**.
 - b. From the Table Tools Layout tab, in the Cell Size group, click the Distribute Columns button .
 - c. From the Table Tools Layout tab, in the Cell Size group, click the Distribute Rows button .
 - d. 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:
 - a. Select the entire table.
 - b. From the Table Tools Design tab, in the Table Styles group, click the Borders button , and choose **No Border**.

8. Select all cells with numbers and the column heading cells; then make them right-aligned.
9. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]5-25* as the footer.
10. View the presentation as a slide show.
11. Move to slide 1, and save the presentation as *[your initials]5-25* in your Lesson 5 folder.
12. Close the presentation and submit your work.

Exercise 5-26

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



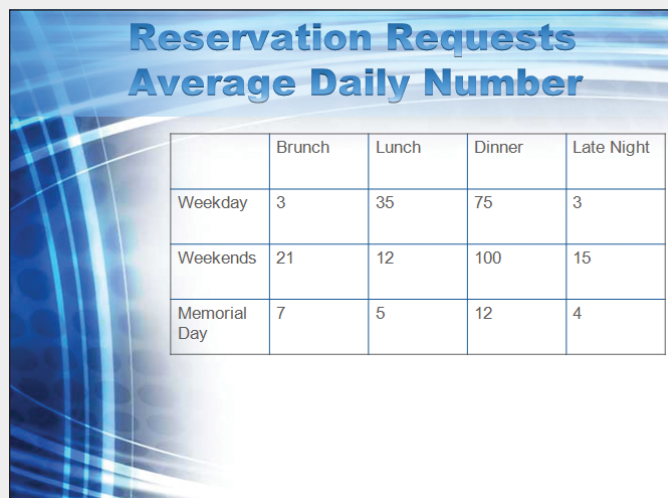











1. Open the file **Operations2**.
2. Display slide 5, titled “Reservation Requests.”
3. Draw a table on slide 5 by following these steps:
 - a. From the Insert tab, in the Tables group, click the Table button , and choose **Draw Table**.
 - b. Use the pencil pointer to draw a table from under the “v” in “Average” to the right edge of the slide 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. 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.
 - e. Press **[Esc]** to turn off the pencil pointer.
4. For the table’s text, key the data in Figure 5-26. Adjust the size of the table as needed to match the figure.

Figure 5-26
Table text






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




5. Select the table, and make the text bold. Make all the numbers **Light Blue, Accent 6, Darker 50%**.
6. 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 Row Above**.
7. 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, and choose **Insert Left**.
8. Delete a column and a row by following these steps:
 - a. Select the entire “Late Night” column.
 - 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.
9. In the second column, key **Breakfast** for the column heading. Key **5** for “Weekday” and **18** for “Weekends.” Change the “Weekday” cell to **Weekdays**.
10. Key the following information in the new row:
Holidays,  **6**,  **9**,  **15**,  **94**
11. 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 to position it on the white area of the slide so that all the 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 .
12. 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 the text on one line.
13. Align the 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 Text Right button  (or press **Ctrl**+**R**) to right-align the numbers.
14. Change the 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**.
15. Change the vertical alignment of text and numbers in their cells by following these steps:
 - a. Select the entire table from the Table Tools Layout tab, in the Table group, by clicking the Select button  and **Select Table**.
 - b. Still working on the Table Tools Layout tab, in the Alignment group, click the Center Vertically button .
16. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]5-26* as the footer.
17. Move to slide 1, and save the presentation as *[your initials]5-26* in your Lesson 5 folder.
18. View the presentation as a slide show. Close the presentation and submit your work.

Exercise 5-27

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


1. Open the file **Miami Beach**.
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 position on the ruler by following these steps:
 - a. Click in the body text placeholder.
 - b. Click the Tab Alignment button  until the Decimal Tab  appears.
 - c. Click the ruler at the 4.5-inch position.
4. Key the following in the body text placeholder, pressing  before each price:

Wild Rice Soup		6.25
Dill Cucumber Salad		5.50
Four Bean Salad		5.25
5. Insert a new slide after slide 3, and use the **Title Only** layout. Key **Entrée Selections** as the title.



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.

6. Insert a table with three columns and seven rows.
7. Merge the cells in rows 3, 5, and 7 using the following steps:
 - a. Select the cells in row 3.
 - b. From the Table Tools Layout tab, in the Merge group, choose the Merge Cells button .
 - c. Repeat the process for row 5 and row 7.

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

Figure 5-27
Completed table
with table text



Entrée Selections

Entrée	Dinner	Lunch
Chicken Fajitas	10.50	6.25
Chunky chicken, Monterey Jack cheese, tomatoes, and olives wrapped in a flour tortilla		
Dijon Chicken Rolls	10.95	6.50
Rolled boneless chicken breast filled with spicy bread crumbs and dressed with a Dijon sauce		
Thai Stir Fry	11.25	7.50
Tasty shrimp with fresh garden vegetables served over your choice of wild or white rice		

9. Move the table down and to the right, and resize as necessary the table, columns, and rows.
10. Center the text vertically in the table rows.
11. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]5-27* as the footer.
12. Save the presentation as *[your initials]5-27* in your Lesson 5 folder.
13. Review the presentation as a slide show.
14. Close the presentation and submit your work.

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 **Print**.
2. Insert three slides after slide 1. Use the **Title and Content** layout for all three slides.
3. Key the text shown in Figure 5-28.
4. On slide 4, select the Table button  from the content placeholder, and select the correct number of columns and rows before keying the information. Select the entire table, and change the font to **Dark Red, Text 1**. In the first row, press **Enter** to divide the text in each cell into two lines of text as shown in Figure 5-28.

Figure 5-28
Presentation content

Slide 2

Print Advertising 2011

- 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 2010

	Column 1	Column 2	Column 3	Column 4
Row 1	Newspaper and Magazine	Coupons Redeemed	Average Check	Cost of 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". Using the resize column arrow , 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 and 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, your name, and *[your initials]*5-28.
12. Create a handout header and footer: Include the date, your name as the header, the page number, and *[your initials]*5-28 as the footer.
13. Save the presentation as *[your initials]*5-28 in your Lesson 5 folder.
14. View the presentation as a slide show.
15. Close the presentation and submit your work.

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 **Ads**.
2. On slide 1, change "Student Name" to your name.
3. Insert a table on a new slide after slide 1 using the **Title and Content** layout, and key the text shown in Figure 5-30.

Figure 5-30
Table text

	New Customers	Total Revenue
Newspaper	28%	30%
Radio	10%	5%
Yellow Pages	6%	12%

4. Resize the title placeholder so that the text fits 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 1-inch right cell margin so that the numbers appear centered under their headings.
 - Apply a 0.25-inch left cell 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 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. Compare your slide with the table in Figure 5-30, and make any necessary changes.
11. Create a slide footer for the current slide (slide 2) containing today's date, your name, and **[your initials]5-29**.
12. Create a handout header and footer: Include the date, your name as the header, the page number, and **[your initials]5-29** as the footer.
13. Check spelling, and change any words that need to be corrected.
14. Save the presentation as **[your initials]5-29** in your Lesson 5 folder.
15. View the presentation as a slide show.
16. Close the presentation and submit your work.

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 2012** 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 and arrange them so that they get progressively smaller. If an image is unavailable, use **Softball.gif** from the student files. 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 (approximately 2.5-inch center tab, 5-inch center tab, 8-inch right tab).
 - Add bold to the headings.
 - Change the font size of the table to 24 points.
 - Apply 1.5 spacing to the table.
 - 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

July/August Schedule

Date	Opponent	Location	Time
7/6	American Sports	Away	5:45 PM
7/20	Jim Jones Pie Co.	Home	6:00 PM
8/3	American Sports	Home	6:00 PM
8/17	Smith's Shoes	Away	6:15 PM



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

Team Members

- ▶ Jerry Allen
- ▶ Carol Lynne
- ▶ Robert Lee
- ▶ Heidi Aaron
- ▶ Autumn Lashae
- ▶ Dalton Andrew
- ▶ Noah Riley
- ▶ Wyatt Charles
- ▶ Rowan Jacob
- ▶ Haris Lee




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, your name as the header, the page number, and *[your initials]*5-30 as the footer.
11. Save the presentation as *[your initials]*5-30 in your Lesson 5 folder.
12. Close the presentation and submit your work.

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 **MarketSummary**.
2. Create a table on a new slide after slide 3 using the layout **Title Only**. Key the title **Marketing Expenses 2010**.
3. Draw a table using the pencil pointer; then use Figure 5-34 as an example as you create the table. For the column heading font, use 24 points, brown, and bold; for the remaining text, use 18 points, white, and bold.

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 2011**. Use Figure 5-35 as an example as you 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. Use wide cell margins.
8. Select the table, and choose the Reflection effect **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, your name as the header, the page number, and *[your initials]5-31* as the footer.
10. Check spelling in the presentation.
11. Save the presentation as *[your initials]5-31* in your Lesson 5 folder.
12. Close the presentation and submit your work.

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

Chef Michele will soon be giving a cooking class. She wants to use a slide show to display the finished dish, share the recipe, and feature the preparation steps as she demonstrates how to prepare the dish. Find a recipe that you can use for this purpose (one of your own or one you like from <http://allrecipes.com>). Create a title slide with the name of the food dish, 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 a healthy choice. Create a series of slides containing tables that present the ingredients and the steps in creating the dish. Design your own table structures to present the information in a way that you think is easy to understand; use inserted tables with table styles applied consistently throughout the presentation. Format your presentation attractively, picking up colors, fonts, and other style features that accent the recipe you have chosen. Save your presentation as *[your initials]5-32*. Close the presentation and submit your work.

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 *[your initials]5-33*. Close the presentation and submit your work.

Exercise 5-34

Assume that you are the manager of a movie rental business and you need to promote sales of previously viewed movie DVDs to reduce your inventory. Prepare a single-slide presentation that you can print as a flyer and display for customers to see when they visit the store. Create columns based on categories that would help describe the movie in a concise way, such as the movie title, lead actors, rating, and cost. Apply a table style to make this flyer attractive and eye-catching. Use WordArt to create a bold title. Save the presentation as *[your initials]5-34*. Close the presentation and submit your work.