



Working with Tables

FINANCIALEDGE⁷The background of the slide features a light gray grid. At the top, there are three rounded rectangular shapes: a long light gray one on the left, a medium light gray one in the center containing a person icon, and a medium light gray one on the right containing a paint palette icon. Below these, the title 'Inserting a Table using PowerPoint' is centered. At the bottom, there are several horizontal bars of varying lengths and shades of gray, creating a layered effect.

Inserting a Table using PowerPoint

FINANCIALEDGE⁷



Introduction to Tables

Communicating data clearly and effectively

Division	Sales USD (MM)	Contribution %	Target (MM)	Target %
APAC	483,568	32.1%	500,000	(3.3%)
EMEA	359,474	23.8%	350,000	2.7%
Americas	665,455	44.1%	600,000	10.9%
	1,508,497		1,450,000	4.0%



Precise **alignment** and **greater flexibility** when edits need to be made

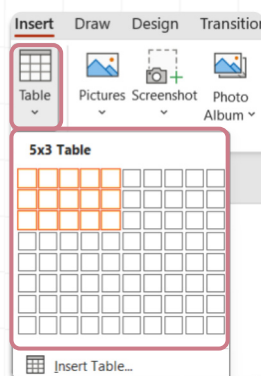
Option 1

Go to the '**Insert**' Tab
and select '**Table**'

OR



Table Shortcut



A **drop-down menu** will
appear with a grid

Move your mouse over the
**squares to select the number
of rows and columns** you want

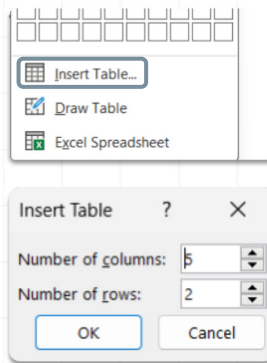
Option 2

Go to the **'Insert'** Tab
and select **'Table'**

OR



Table Shortcut



Click on the **'Insert Table'**

Enter the **number of rows**
and **columns manually**

Click OK

Option 1

Option 2



Table Design

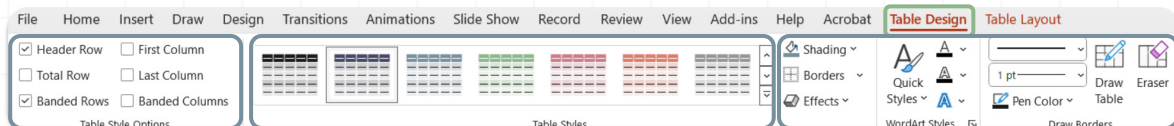
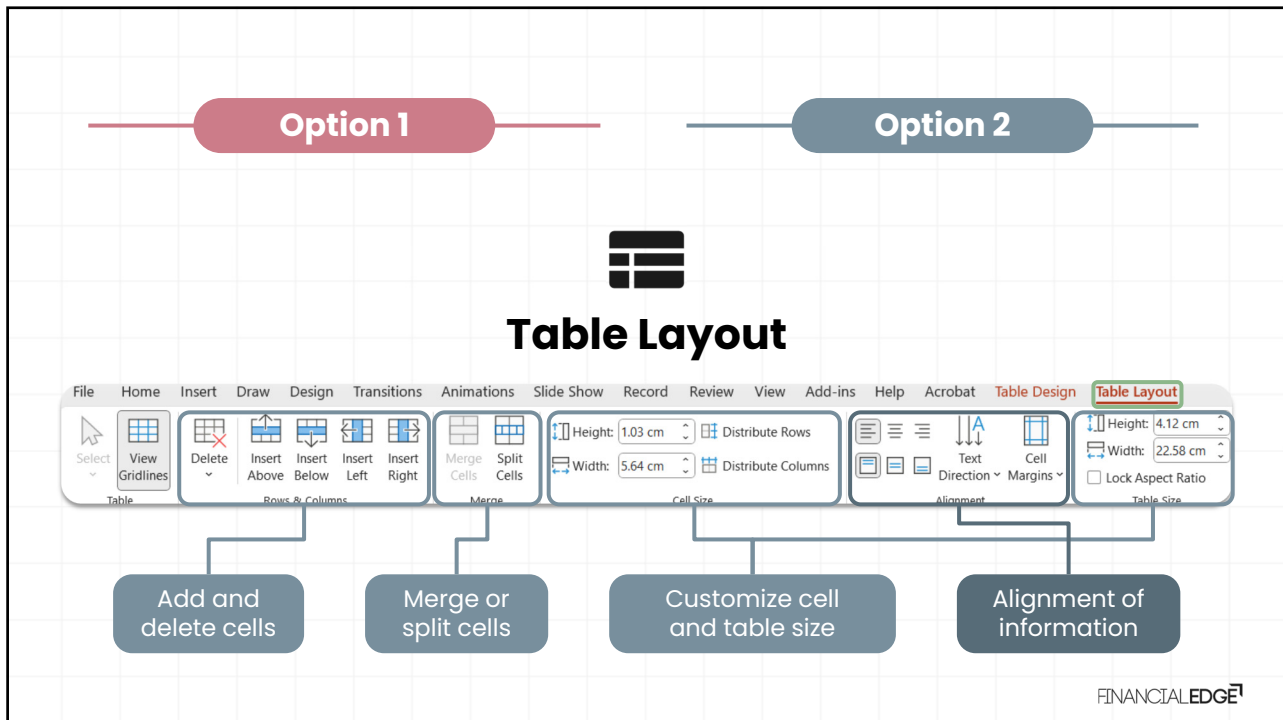
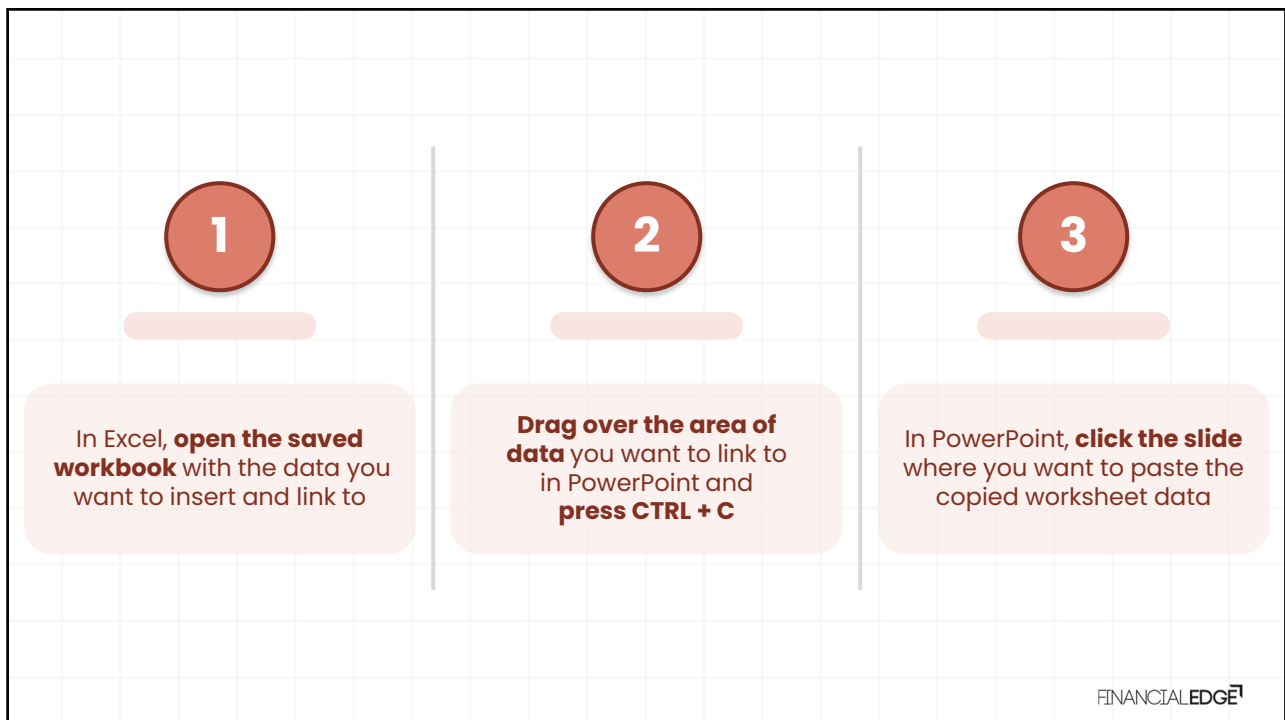
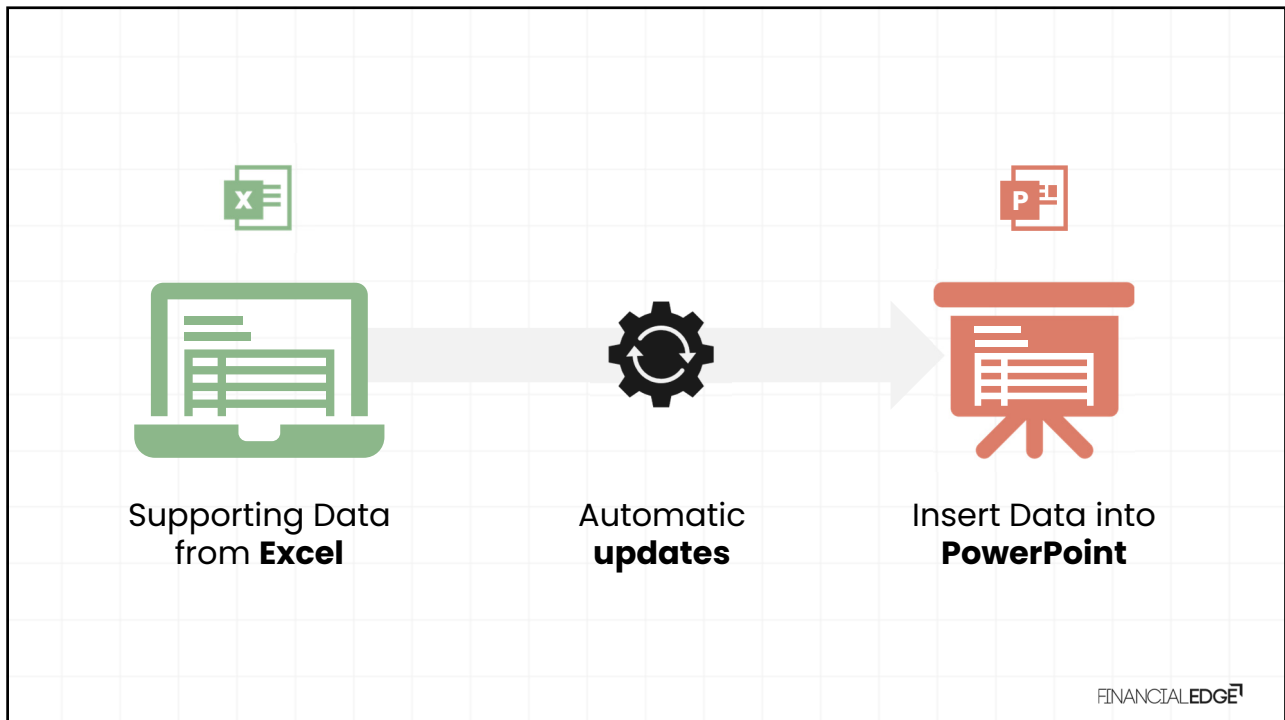


Table style options

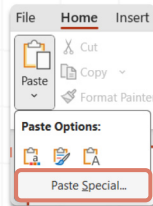
Design styles

Further aesthetic customization

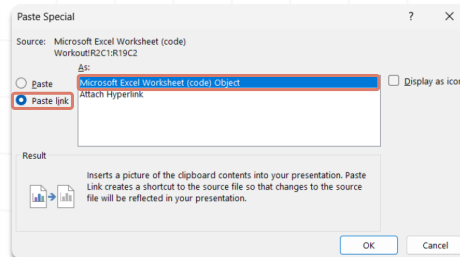




4

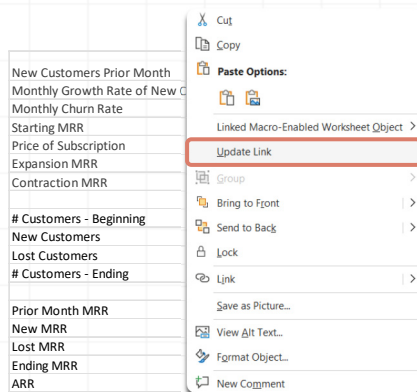


On the **Home** tab, click the arrow below **Paste** and select **Paste Special**



In the **Paste Special** box, click **Paste link**, and then, under **As**, select **Microsoft Excel Worksheet Object**

5

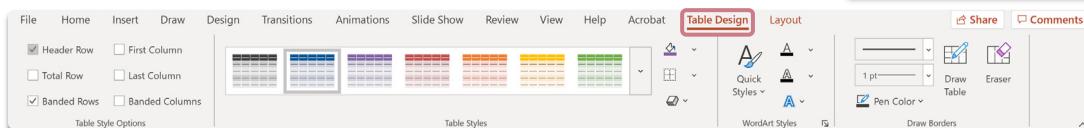


Right-click on the table and select '**Update Link**' if the values change in Excel

Table Design

When you **select a table** 2 new tabs will appear in the ribbon

Design



Layout

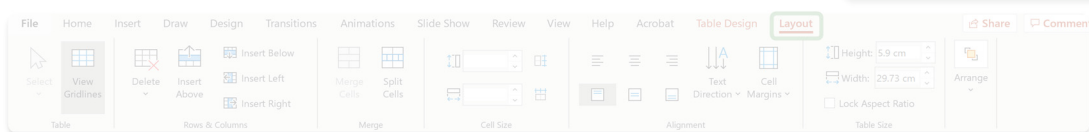




Table Design Tab

Change the **appearance** of your table

Division	Sales USD (MM)	Contribution %	Target (MM)	Target %
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Gallery of styles

Customize style

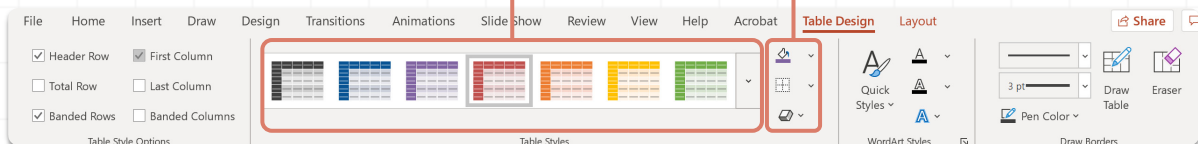
Colors

Borders

Shading

Effects

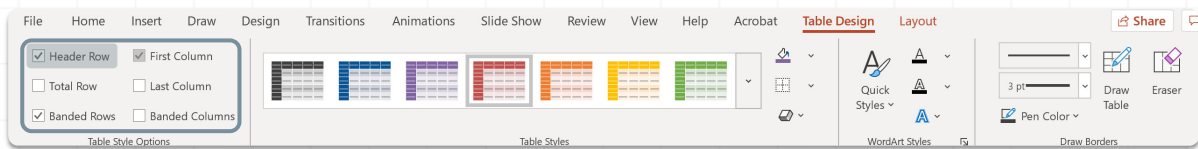
Using the **Shading**,
Borders, and
Effects buttons



Header Row

Show or hide the first row of your table

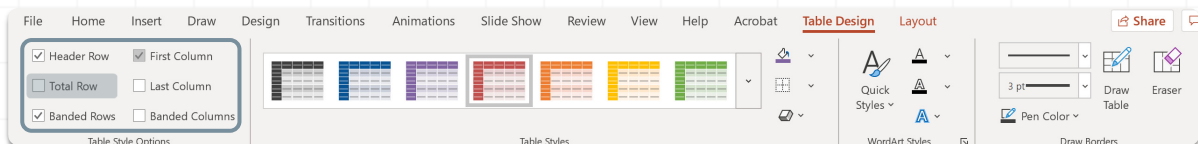
Column headings



Total Row

Show or hide the last row of your table

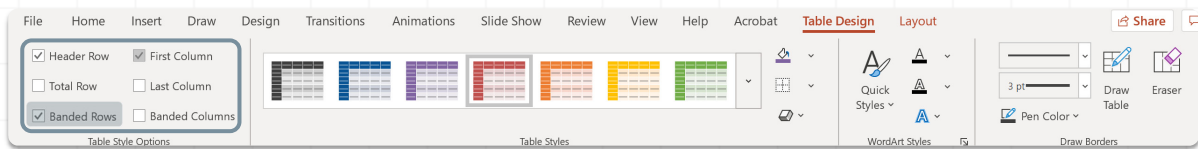
Summary or total values



Banded Rows

To apply **alternating colors** to the **rows** of your table

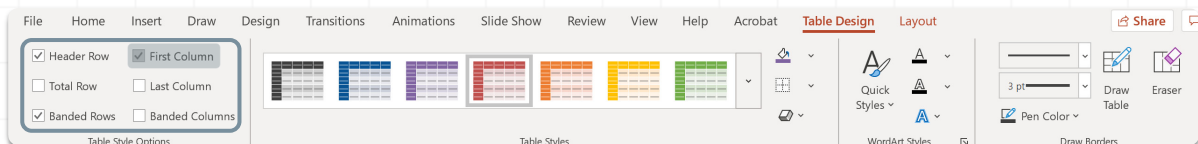
Easier to read



First Column

Show or **hide** the **first column** of your table

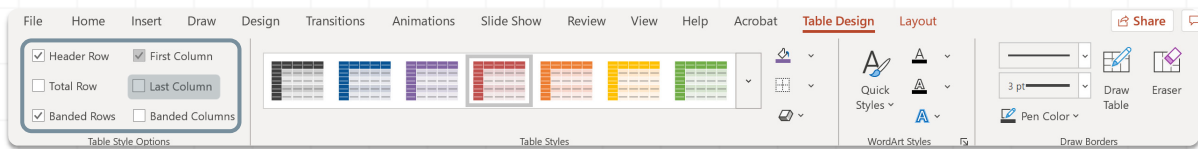
Row labels



Last Column

Show or **hide** the **last column** of your table

Final or subtotal values



Banded Columns

To apply **alternating colors** to the **columns** of your table

Easier to compare

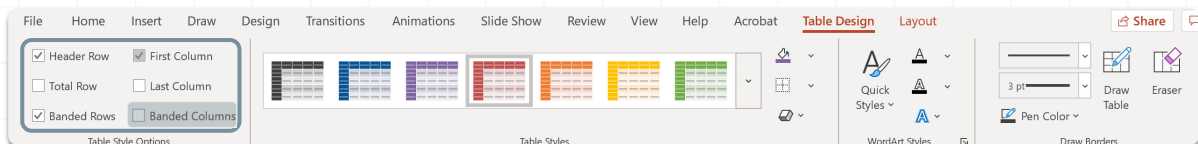


Table Layout

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When you **select a table** 2 new tabs will appear in the ribbon

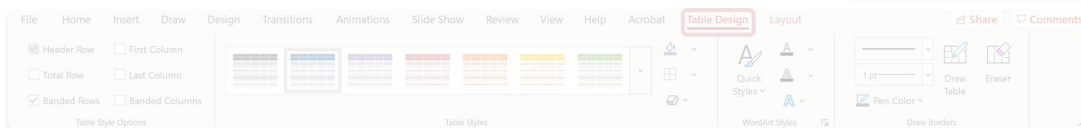
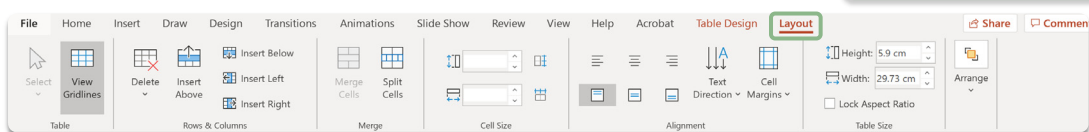
Design**Layout**FINANCIALEDGE⁷



Table Layout

Change the **structure** of **data in your table**

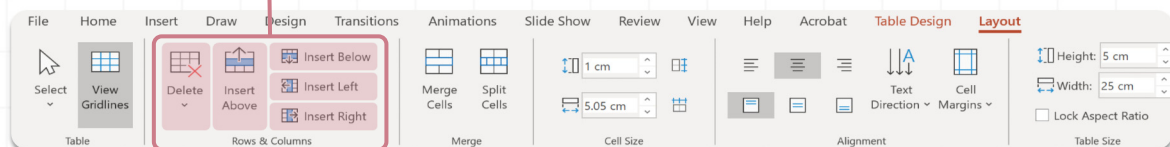
Division	Sales USD (MM)	Contribution %	Target (MM)	Target %
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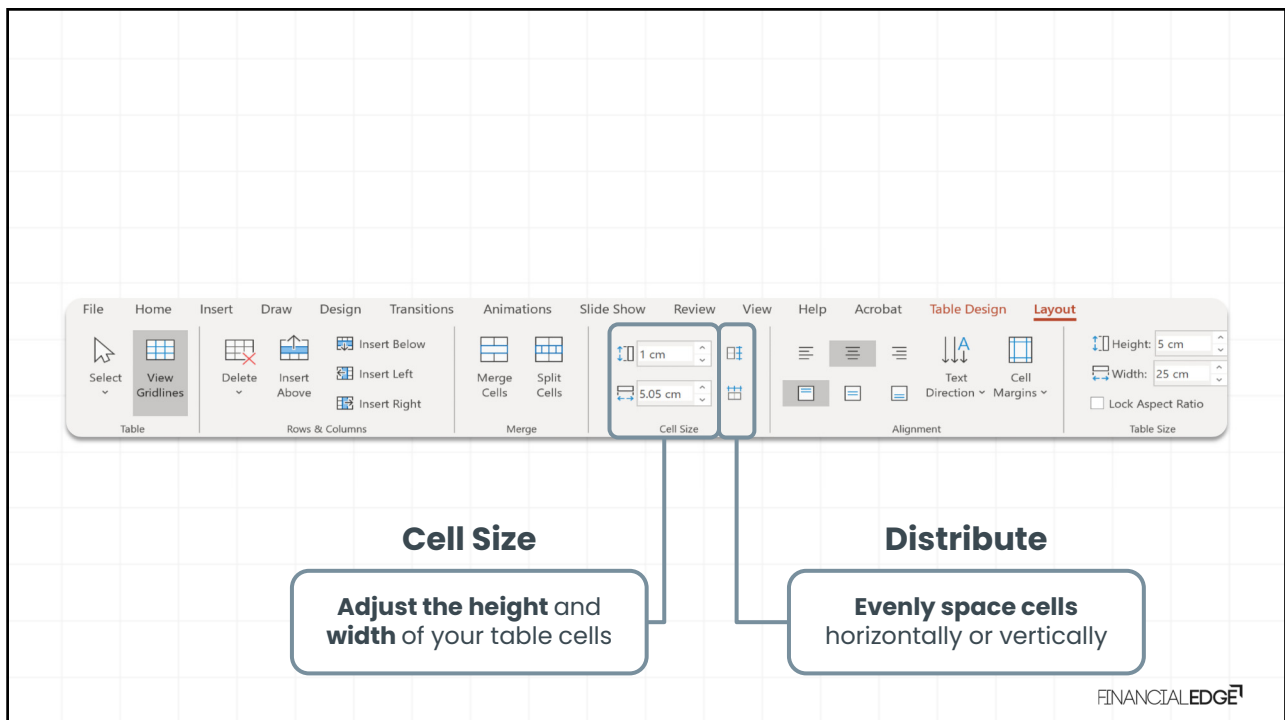
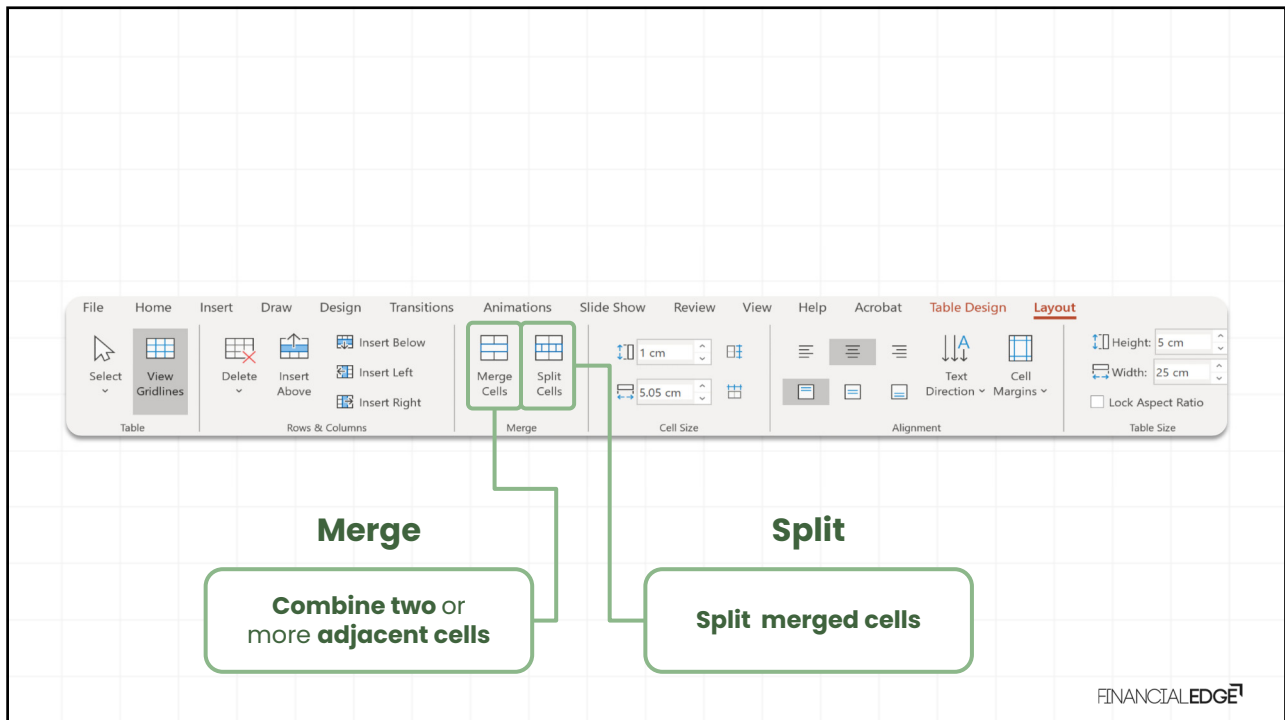
FINANCIALEDGE⁷

Rows & Columns

Add or delete rows and columns

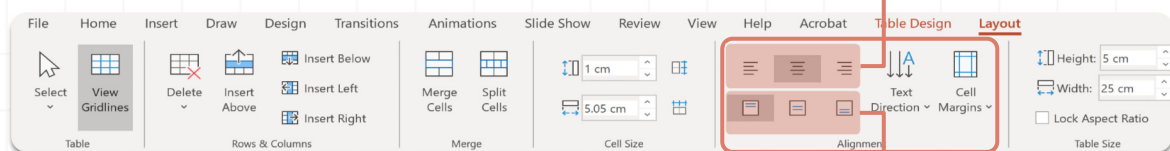
Select multiple rows or columns

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Align Text or Values

Left, center, or right
alignment options

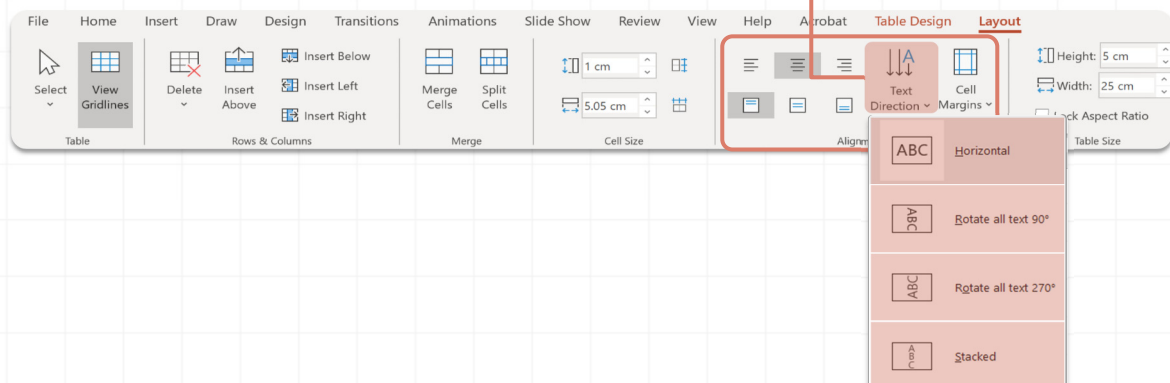


Vertical Positioning

Text to be closer to the **top**,
center, or **bottom** of each cell

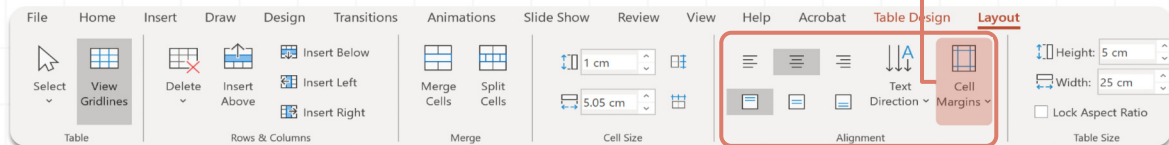
Text Direction

Change the
orientation of the text



Margins

Change the amount of **space**
between the text and the **cell edges**



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