

**Course
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Inserting Tables in Power Point

Microsoft Power Point

Module 12 - Inserting Tables in Power Point

 **CBSE**

Meaning

In PowerPoint, a table refers to a structured grid of rows and columns used to organize and present data in a clear, easy-to-read format. Tables can be inserted into a slide to display numerical data, lists, or any kind of information that benefits from being presented in a structured layout.

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Key Characteristics of a Table in PowerPoint:

1. **Rows and Columns:** A table is made up of horizontal rows and vertical columns. You can add as many rows and columns as you need.
2. **Cells:** Each intersection of a row and column is called a cell, and each cell can contain text, numbers, or other types of content.
3. **Formatting:** PowerPoint allows you to customize tables by adjusting cell size, text alignment, colors, borders, and more. This helps make the table visually appealing and easier to understand.
4. **Purpose:** Tables are used for:
 - Presenting data or statistics.
 - Organizing information logically.
 - Creating comparison charts.
 - Listing items like features, prices, or dates in a neat format.

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How to use Tables in PowerPoint ?

Steps to Insert a Table in PowerPoint:

Step 1: Open PowerPoint and Select a Slide

- Open your PowerPoint presentation.
- Choose the slide where you want to insert the table. You can select an existing slide or create a new one.

Step 2: Go to the "Insert" Tab

- At the top of the screen, click on the Insert tab in the Ribbon. This is where you will find the option to add tables

Step 3: Click on "Table"

- In the Insert tab, look for the Tables section.



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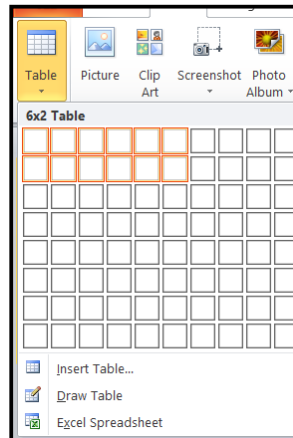
Inserting Tables in Power Point

- Click on the Table button. A dropdown menu will appear with two options to insert a table.

Step 4: Choose Your Table Size

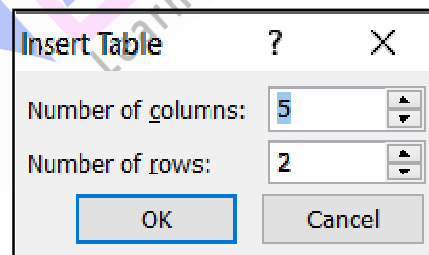
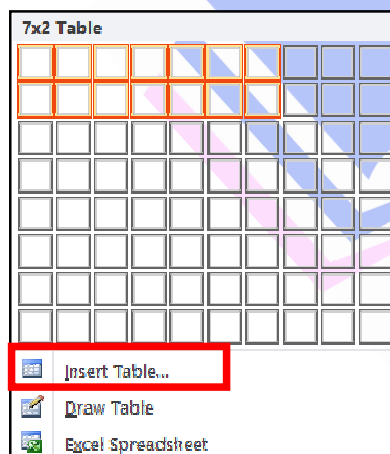
• Option 1: Using the Grid

A grid will appear, and you can hover your cursor over the grid to select the number of rows and columns you want. For example, if you need 3 rows and 4 columns, hover over the 3rd row and 4th column, then click to insert the table.



• Option 2: Using "Insert Table"

If you want more precise control, click on Insert Table... in the dropdown. A dialog box will pop up where you can manually input the number of Rows and Columns for your table.



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Step 5: Enter Data in the Table

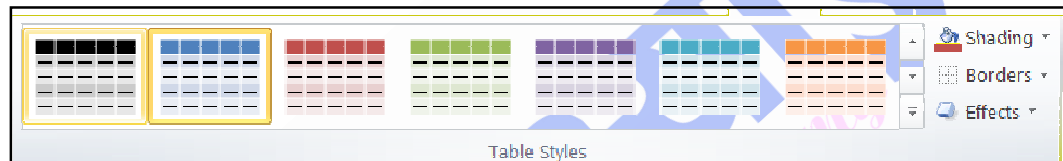
- Once the table is inserted, it will appear on your slide as a grid of cells.
- Click inside any cell and start typing to enter your data. You can also press Tab to move to the next cell, or use the arrow keys to navigate between cells.

Step 6: Resize the Table (if necessary)

- To resize the table, click on the table to select it.
- Then, drag the resize handles (small squares on the corners and edges) to adjust the size of the table to fit your slide.

Step 7: Customize the Table (Optional)

- **Change Table Design:** With the table selected, you'll see a Table Design tab on the Ribbon. Here you can apply various pre-designed table styles, change the table's shading, and add borders for a more polished look.



- **Adjust Column Width and Row Height:** If necessary, hover your cursor over the column or row boundary, then drag it to adjust the size.
- **Text Formatting:** You can use the Home tab to change the font size, style (bold, italics), and alignment of text in the table cells.

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Design Tab:

Option	Description
Table Styles	Predefined color and formatting styles for tables. Hover to preview.
Shading	Change background color of selected cells.
Borders	Add/remove borders to specific parts of the table.
Effects	Apply 3D, shadow, and other visual effects.
Header Row	Emphasize the first row as a header (bold/colored).
Total Row	Highlight the last row for totals/summaries.
Banded Rows/Columns	Apply alternating colors for better readability.
First Column / Last Column	Emphasize content in those columns.

Layout Tab:

Option	Description
Insert Above/Below/Left/Right	Add new rows or columns to the table.
Delete	Remove selected cells, rows, columns, or entire table.
Merge Cells	Combine multiple cells into one.
Split Cells	Divide one cell into multiple rows or columns.
Distribute Rows/Columns	Evenly space out rows or columns.
Cell Size	Adjust height/width of selected rows/columns.
Align Text	Set text alignment (top/middle/bottom, left/center/right).
Text Direction	Rotate text vertically or sideways.
Margins	Set cell padding (space between text and border).
Sort	Alphabetically or numerically sort data within the table.
Convert to Text	Transform the table back into plain text (tab-separated).

Assignment on Smartphones in India

Slide 1: Smartphone Market Overview in India

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Title: Smartphone Market Overview in India

Font Style:

- Title: Calibri (Bold), 36 pt
- Body: Calibri, 24 pt
- Table text: Calibri, 20 pt

Content:

- India is one of the largest smartphone markets in the world.
- Over **700 million** smartphone users as of 2024.
- Increasing affordability and internet penetration driving growth.

Table: Top Smartphone Brands in India (2024)

Brand	Market Share (%)	Origin
Xiaomi	18%	China
Samsung	17%	South Korea
Vivo	16%	China
Realme	14%	China
Apple	6%	USA

Slide 2: Key Trends in Smartphone Usage

Title: Key Trends in Smartphone Usage

Font Style:

- Title: Calibri (Bold), 36 pt
- Body: Calibri, 24 pt
- Table text: Calibri, 20 pt

Content:

- Surge in demand for **5G smartphones**.
- Increase in **mobile-based digital payments**.
- Growth of **regional language content**.
- Youth driving usage in **tier-2 and tier-3 cities**.

Table: User Behavior Trends (2024)

Trend	% of Users Impacted
Prefer online shopping	72%
Use UPI/digital wallets	65%
Watch video content daily	78%
Play mobile games regularly	55%

Slide 3: Challenges and Opportunities

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Title: Challenges and Opportunities

Font Style:

- Title: Calibri (Bold), 36 pt
- Body: Calibri, 24 pt
- Table text: Calibri, 20 pt

Content:

- **Challenges:** E-waste management, digital literacy, urban-rural divide.
- **Opportunities:** Localization, affordable smartphones, AI integration.

Table: Challenges vs. Opportunities

Challenges	Opportunities
E-waste from old devices	Sustainable manufacturing
Low digital literacy	Digital education initiatives
Rural access limitations	Government rural connectivity plans

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