

# PC SIMPLICITY!

## SIMPLE POWERPOINT 2003: Intermediate

*How to create, design and use a presentation.*

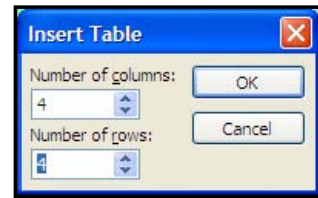
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**Step 12.** Create the following Table shown in the diagram below.

**TABLES**



- a. **Double-click** on the **Table icon** located on the slide
- \* The **Insert Table** window will appear
- b. Click on the **Number of Columns up scroll bar** until it reads **4**
- c. Click on the **Number of Rows up scroll bar** until it reads **4**
- d. Click on the **Ok** button
- \* A Table is created and inserted

**Step 13.** Enter the data to the cells of the Table as shown in the diagram.

**ENTERING DATA TO TABLE CELLS**

- a. Type the text
- b. Press the **Tab** key to move to **next cell**
- or**
- a. Click in the cell and type

	MAY	JUNE	JULY
HARRY BROWN	334	405	367
SUSAN SCOTT	340	399	456
GARY WINTER	298	398	406

**Step 14.** Select all the cells of the first row.

**SELECTING CELLS**

- a. Click in the first cell
- b. Hold down the **Shift** key
- c. Press the **Right Arrow key** three times
- \* All the cells will become highlighted

**Step 15.** Apply the Center and Bold functions. (*Click on the Center icon, click on the Bold icon*)

**Step 16.** Select the cells of the first column, this time use the click-drag method. (*Click-drag from the first cell down to the last cell*) All the cells will become highlighted.

**Step 17.** Set the Font Size to 16 and apply the Bold function.

**Step 18.** Select the cells containing the numbers. (*Click-drag over the cells*)

**Step 19.** Apply the Align Right function.

**RIGHT ALIGN**



- a. Click on the **Align Right icon** located on the **Formatting toolbar**

**Step 20.** Whilst the numbers are selected set the Font Size to 16.

**Step 21.** Decrease the size of the Table so there are no big gaps top, bottom, left or right of the data within the cells.

**RESIZING A TABLE**

- a. Place the mouse pointer on the **bottom right selection marker**
- b. **Click-drag up and left** to decrease the size
- c. Release clicker when you have the desired size

Notice the Table toolbar is displayed.

	MAY	JUNE	JULY
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**Step 22.** As the Table is selected apply the Center Vertically function so all text is vertically centered within the cell.

**CENTER VERTICALLY**



- a. Click on the **Center Vertically icon** located on the Table toolbar

**Step 23.** Increase the width of the first column so the text fits vertically within the cell.

**ADJUSTING COLUMN WIDTH**

- a. Place mouse pointer on the **right column border**
- \* The pointer will switch to a **move symbol**
- b. **Click-drag the border to the right**

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**Step 24.** Adjust all the Table column widths for each column by moving the right borders so the content in the cells fits neatly. (Click-drag the right borders of each column)

**Step 25.** Select all the cells of the first row (Click-drag over them), set the Fill Color to Fill Effect = Gradient, Preset Color = Daybreak and Shading Style = Diagonal Up.

**FILL EFFECTS - PRESET DESIGNS**

- a. Click on the **Fill Color icon** located on the Drawing toolbar
- b. Click on **Fill Effects** from the menu provided
- \* The Fill Effects window will appear
- c. Click on the **Gradient tag**
- d. Click on the **Preset option** in the Colors area
- \* The Preset colors area appears
- e. Click on the **Preset colors scroll bar** and select **Daybreak** from the menu provided
- f. Click on **Diagonal Up** in the Shading Styles area
- g. Click on the **Ok** button

