

Adding Content – Tables

Content can be added by selecting a slide layout with content (see lesson 07 – Creating Slides).

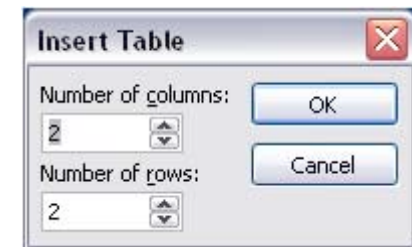
When you select a slide layout with content, a **button bar** appears on the slide with **six** options.



Click the 'Insert Table' button.



A dialog box will open prompting you to specify the number of rows and columns for your table.



To alter the number of rows or columns, either click and type in the box or click the increase or decrease buttons.

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Click 'OK', and your table will be displayed on the slide.

You can now enter information into the table as you would text (see *lesson 08 – Working with Text*)

