

Power Point - Drawing and Formatting a Table by Hand

To draw and format a table by hand in power point:

Go to "View", "Toolbars", "Tables and Borders"

Click on the pen (the upper left of toolbar)

Click and hold and draw table lines to whatever you desire

Cells can be divided vertically or horizontally

Click in the cells in order to type in them or replace the pen on the toolbar

* Hint: Tables often look the best with light backgrounds and dark print. This is done by using the toolbar and going to "Fill Color". Change the text color, align text horizontally and vertically. Horizontal alignment is on the normal format bar. To align vertically requires the use of the icons on the Table toolbar.

This tip written by Stephanie Osborne