

# Powerpoint Tables

## Creating Tables

1. Go to Insert
2. Click on Table
3. Select the number of rows and columns by:
  - a. Hovering over the boxes and selecting the number of rows and columns desired

OR

  - b. Click Insert Table to set number of rows and columns

## Adding Alt Text to a Table

1. After the table has been created, right click on a cell in the table
2. Select Format Shape...
3. Select Alt Text
4. Type in an appropriate title and description
5. Click Close to save changes

## Best Practices

- Make the table clear, concise, and easy to identify
- **Avoid** using merged cells
- **Avoid** having the table take up multiple slides
- **Avoid** using spaces or tabs to create a table or to format table data