Insert Excel Table

➢ In this tutorial, you will learn how to insert a Microsoft Excel table in your presentation.
➢ You can insert a table/spreadsheet that you created in Excel into your presentation.

Step 1: Open your PowerPoint presentation and locate the TABLE BUTTON.

Locating the Table Button

To locate the TABLE BUTTON, click on the INSERT tab of the ribbon. The TABLE BUTTON is found on the TABLES group.

Step 2: While on the desired slide, click the TABLE BUTTON. A dropdown menu will be displayed.
Step 3: From the dropdown menu, select the Excel Spreadsheet option.

Step 4: An Excel spreadsheet layout has been inserted.

The Complexities of Online Instruction

Andreoni notes "e-learning teachers must facilitate the creation of learning interactions to provide incentive and opportunity for students to share their understandings, their culture, and the unique aspects of themselves" (p. 48).
Step 5: To move the Excel spreadsheet, move the mouse to the corner of the spreadsheet until you see an arrow. Once the arrow appears, click and drag the spreadsheet to the desired location.

Step 6: The spreadsheet has been moved to the desired location.
Step 7: The resize the spreadsheet, move the cursor until a “double arrow” appears. Once you see the double arrow, click and drag the spreadsheet to the desired size. Also, once you start entering information in the spreadsheet the size will change.

Step 8: The spreadsheet has been resized.

Finish: By following these steps, you can add and adjust an Excel spreadsheet in your presentation.