



VIDYA BHAWAN BALIKA VIDYAPITH, LAKHISARAI  
INFORMATION TECHNOLOGY FOR CLASS 10

(Study materials)

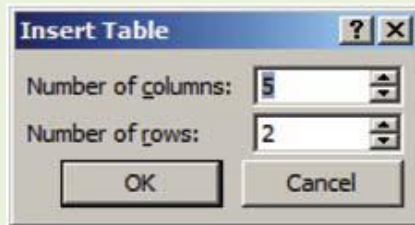
RAUSHAN DEEP      DATE:-23.05.2020 (SATURDAY)

**UNIT 3: DIGITAL PRESENTATION (INTERMEDIATE)**

**USING TITLE AND CONTENT OPTION**

To open a new file using presentation software and change the layout of the slide. To change the layout of a slide does the following

- ❖ Click on **Layout option** available under slides group in the Home tab.
- ❖ Click on **Title and content** option from the dropdown list.
- ❖ You can insert the table in the slide by clicking the **Table** icon available within the layout.
- ❖ Once you click the icon, a dialog appears as this figure.



- ❖ Now enter the values for the number of columns and rows that you would like to have in the table. For example, if you need a table with 3 columns and 3 rows, type 3 in both **Number of columns** and **Number of rows** fields.
- ❖ Once you have inserted the table into the slide, additional tabs – **Design and Layout** – are made available. You can use them for editing and formatting the table further.



- ❖ You can change the design of the table by changing background, borders or effects by using Table Styles group in **Design tab**.
- ❖ To use a particular design, select a design under **Table Styles** group and double-click on it.

- ❖ If you would like to change a design, choose a different design under Table Styles group and double click the new design.

**With a slide in edit mode, choose object from the Insert menu.**

- ❖ In the ***Insert Object*** dialog box, Click the ***Create from File*** option and click browse to locate and choose the document or spreadsheet that contains the table. By default, the presentation software will insert the table.
- ❖ When you click ***OK***, the entire document or spreadsheet is imported to your slide. Double click the inserted text to remove extra text if the document contains more than the table.
- ❖ If you check the ***Link*** checkbox while inserting. On doing so, after you update the table in the document or spreadsheet, then right click on the imported table in the presentation software, and select the option **Update Link**, the table gets updates automatically.
- ❖ Drag and drop the table on the slide to position it.

**EXERCISE**

1. Perform the following activities lockdown at home

<b>S.No.</b>	<b>Activities</b>
<b>1.</b>	<b>Insert a table in a presentation using Insert and Layout tab</b>
<b>2.</b>	<b>Change the design and format of a table in a presentation</b>

2. Fill in the blanks:

- a) \_\_\_\_\_ are used to represent the statistical data meaningfully in a presentation.
- b) Table option is available in \_\_\_\_\_ group under the Insert tab.
- c) Two ways to create a table are: \_\_\_\_\_ & \_\_\_\_\_.
- d) Additional tabs that will be available for editing and formatting the table are \_\_\_\_\_ & \_\_\_\_\_.