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## PowerPoint - Tables

If you need to create a table for a presentation in PowerPoint you don't need to do it in Excel. PowerPoint provides you with the ability to insert tables into a slide.

Use can use these tables to organize your data but can not use them to calculate numbers, like Excel. Tables accept text, numbers, graphics, video,

### Insert a Table:

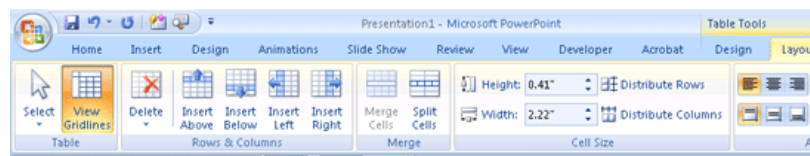
1. On the Insert tab, in the Tables group, click Table.
2. Move the pointer to select the number of rows and columns that you want, and then click. Or Click Insert Table, and then enter a number in the Number of columns and Number of rows lists.
3. To add text to the table cells, click a cell, and then enter your text.
4. After you enter your text, click outside the table.

### Notes:

- Tables accept text and numbers.
- You can't insert a graphic into the table itself. If you want to add in graphics you will have to overlay them on the table
- To add a row at the end of a table, click the last cell of the last row, and then press TAB.
- To convert existing text to a table, you must first add a table to the slide and then copy the text to the table cells.

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### Adding Rows or Columns – Two Options

#### Using the menu ribbon:

1. Click a table cell in the row above or below (for columns it would be to the left or right) where you want the new row/column to appear.
2. Using Table Tools, on the Layout tab, in the Table group, under Rows and Columns choose Insert Above, Below, Left or Right.
  - To add a row above the selected row, click Insert Above.
  - To add a row below the selected row, click Insert Below.
  - To add multiple rows at once, select the number of rows that you want to add, and then click Insert Above or Insert Below.

#### Using your mouse:

With your cursor in the table right click and choose insert (to choose from above, below, right or left), insert row or column.

### Adjust the Width or Height of Rows or Columns - Two Options:

#### Using the menu ribbon:

With your cursor in a cell - choose the Cell Size from the menu ribbon and enter in the exact measurements or use the up/down arrows (as you change the values you will see your table adjust).

*Using your mouse:*

With your cursor hovering over the right side of a column or the bottom of a row, look for the double arrow to appear then click and drag – left, right, up or down.

Explore the Table menu ribbon – there are so many neat things you can do with it. As usual, experiment with a table and the options to understand how they affect the table.

If you have a PowerPoint project and need help, contact me at [info@aapk.com](mailto:info@aapk.com) I have years of experience and can help you.

## Using Instagram

Have you heard of Instagram but are unsure how to use it? You are not alone. I know my teens use it constantly, but I haven't tried it yet, so, together we are going to explore how your business can use this visual content platform.

### Get the App & Sign Up for an Account

First, you have to download the app for Instagram on your phone – there is not another way to sign up. Once you have downloaded the app, you can choose to sign on either by using your email address or your FaceBook account.

When you have established your User Name and Password Instagram will list FaceBook friends who also have Instagram accounts.

### Edit Your Profile

Next I suggest that you go to Instagram online and then edit your profile. Once you first log in it should put you into the Profile area, if not click on your picture on the upper right corner of [www.instagram.com](http://www.instagram.com). Add your Bio (note there is only room for 150 characters – so you use the word count in Word to be sure you aren't exceeding 150.)

### Adding an Instagram Link to Your Web Site.

To add a “badge” (Instagram icon) to your web site in the Profile area choose Badges from the left navigation. Select your badge and Instagram will create the necessary html code for you to install on your site.

### Using Instagram for Your Business

There are many ways you can promote your business on Instagram – here are some ideas of things to share:

- Samples of your work - I have a friend who's a hairdresser and shows off the cuts and styles she creates.
- Products you've released or a sneak preview of new products and services
- Office location or tour - great if you've just moved, have a unique office or show your store front so prospective customers know where to find you.
- Employees and fans – share photos of your favorite clients or an outstanding employee
- Events you've hosted or attended – share the excitement as it happens

To learn five great tips for using Instagram for your business – see this article from Social Media Examiner. <http://www.socialmediaexaminer.com/get-your-business-started-on-instagram>. If you have other Instagram questions you can get help here - <https://help.instagram.com/182492381886913>

Share with me how you are using Instagram or if you need ideas for sharing your business with Instagram, contact me I can help. Contact me at [info@aapk.com](mailto:info@aapk.com).

## You Have To Laugh

Funny Video: Cat and Chicks - [https://www.youtube.com/watch?feature=player\\_embedded&v=570khFoaE4s](https://www.youtube.com/watch?feature=player_embedded&v=570khFoaE4s)

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