Assignment 6: Build a Table of Fun Facts

You want to inform your audience about your topic. Include surprising or unusual details.

- insert a new slide and apply a layout
- insert a table
- format the table style
- organize information using a table
- pick a point and provide more details in the Notes pane
- adjust the table cells and align content

Open Presentation in PowerPoint

Add a New Slide and Select a Layout

- Select the information slide.
- On the Home tab, click the New Slide arrow.
- Pick Title and Content.

Insert a Table

- Type a title such as Fun Facts, Did You Know? or Topic Name Facts.
- Click Insert Table from the content placeholder.
- Make a table 2 x 3. Click OK.
Organize Interesting Facts Using a Table

- In the first column type a **heading** to describe the fact. In the second column type the **fact**. Keep it brief!

Refer to your Organizer from Assignment 3.

**TIPS:**
- The heading tells what the fact is about.
- The heading classifies the type of fact. For example: an amount (time, distance, number), type (material, breed, kind), or place.
- The heading might be an important word within the fact.

Pick One Point and Provide More Details in the Notes Pane

The audience will not want you to read all the facts in the table. They can do that themselves! Instead during your presentation, you will want to draw their attention to the most interesting point in the table and then tell them more about it.

- What fact surprised you the most? Why?
- What extra detail did not fit in the table cell, but people would want to know?
- What did you not include in the table but is a **VERY** interesting fact?
- Where did you find the information?

- Click Notes on the status bar.
- Click in the Notes pane and type a **personal reaction**, extra detail or additional fact.

Apply a Table Style

- Place the cursor inside the table.
- Click the Table Tools Design tab.
- Explore the Table Style Options:

  - In the Table Styles group, click the More Styles arrow. Pick a table style.

For the paperless classroom, each assignment can be viewed as a digital file.

You do not need a header row or total row.
Adjust Table Size

Illustrated step-by-step instructions make designing a presentation easy for elementary students.

Align Text in Cells

► Select the cells in the table.
► Click the Table Tools Layout tab.
► From the Alignment group pick an option.

Complete the Table Slide

► Use your skills to decorate the slide.
  o Insert a picture and apply a style.
  o Format the title text box style, fill outline, or effects.

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