Part One

1. Open the [practice presentation](https://media.gcflearnfree.org/content/56e1a9c76aa915221cb48d18_03_10_2016/powerpoint2016_tables_practice.pptx).
2. On the last slide, **insert a table** with 5 columns and 3 rows into the content box.
3. In the Header Row (first row), type the name of the months January through May. In the second and third rows, type sale amounts of your choice (for example, $1329).
4. Change the **style** of the table to “light style 2, accent 3”
5. **Insert** a column on the left side of the table.
6. On the **second row** of the new column, type **North Region**. On the **third row**, type **South Region**.
7. **Delete** the last column.
8. **Resize** your table so it takes up the majority of the slide.
9. **Center** your text and numbers horizontally and vertically.
10. **Delete** Slide 3 of the presentation

Part 2

1. Make sure you are clicked on or below slide 4 and Insert slides (reuse slides) from the “charts practice PPT presentation” and insert just slides 3 and 4. Close the preview window on the right when complete. You should now have a total of 5 slides.
2. On the last slide, insert a **line** chart.
3. Open our **practice workbook** in Excel. Copy the data and paste it into cell A1 the chart's spreadsheet.
4. **Rename** the **chart title “Sales By Genre”**.
5. Change the **chart type** to **Clustered Bar Chart**.
6. Use the **Quick Layout** drop-down menu to change to **Layout 10**.