

MS PowerPoint Requirements Checklist

3.0 Document Table Requirements

3.1 Were all the tables created in PowerPoint?

All tables should be created within PowerPoint. Tables created outside of PowerPoint should be identified as images and treated as such. To create a table, click on the Insert tab and select the Table dropdown menu to select the size of table (see screenshot).

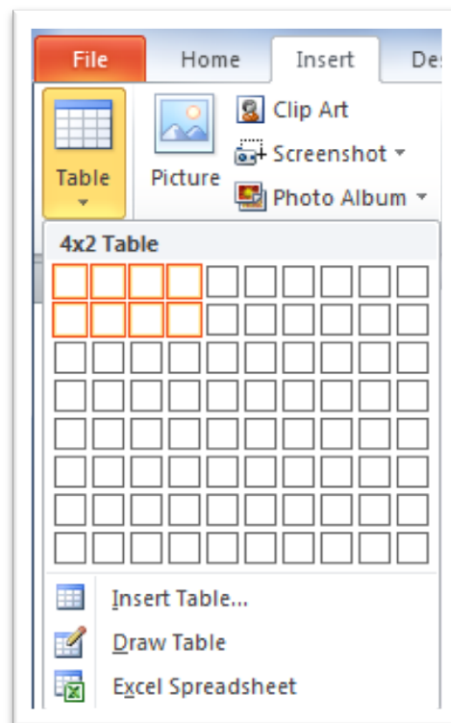


Figure 1: Inserting a table

3.2 Do all of the tables have a logical layout based on Rows and Columns (i.e. they are read left to right and top to bottom)?

All tables should have a logical layout of the information based on rows and columns. In addition, the tables should be oriented so that they are read from left to right and top to bottom.

3.3 Do all of the tables have Row and Column headers?

All tables should have clear, concise and readily identifiable column and row headers.

3.4 Are tables being used to create tabular structure (not tabs or spaces)?

Tabular data should be displayed with a table. Instances of data aligned into a tabular format via the use of tabs or spaces are not acceptable.

3.5 Do all tables have row/column headings starting in the first left-hand column of the table?

Row/column headers should start in the first left-hand column of the table.

3.6 Are all data tables in the document named, numbered (if applicable) and have a description?

All tables should be clearly and concisely identified with a name, number (if applicable) and a description of the tables' contents. This information will help clarify the purpose of the table and identify its relationship to the presentation. In some cases naming/numbering of tables may not be appropriate. For example, a small data table in a presentation may not need a reference.