

# Word – Focus on Tables

**Duration:** ½ Day

## **Description**

A practical half day course during which participants will concentrate on using tables in Microsoft Word. The course will provide an in depth understanding of creating and working with tables.

## **Prerequisites**

Participants must have a working knowledge of Microsoft Word.

## **Who Should Take This Course**

Any user of Microsoft Word who is required to use tables in documents.

## **Objectives**

- ✓ Create and modify a table.
- ✓ Format a table.
- ✓ Using tabs in tables.
- ✓ Working with long tables.
- ✓ Using tables for calculations.

## **Course Outline**

### **Creating Tables**

- Using the grid
- Using the dialog box
- Using the drawing tool

### **Modifying a Table**

- Working with rows and columns
- Merging and splitting cells

### **Formatting a Table**

- Using table styles
- Formatting text
- Formatting cells

### **Doing More with Tables**

- Setting and using tabs in a table
- Working with long tables
- Sorting in a table
- Performing calculations in a table