

Course Fee: \$129 + GST

Course Duration: 3 hrs (1 half day)

Course Objective

This course is designed to introduce the Learner to create and work with Tables within a Word Document. The Learner will be introduced to working with graphics and objects within a Word Document. Upon successful completion of this course, the Learner should be able to efficiently :

- Create a table using the Table drop down icon on the ribbon
- Draw a Table
- Insert by using QuickTables
- Selections used in a table
- Use the Table Design and Layout Ribbons
- Table gridlines
- Insert and deleting column or rows in a table
- Create tabs inside a cell
- Merge cells in a table
- Split cells in a table
- Split a table
- Manipulate tables, using the right-mouse pop-up menu
- Apply bullets and numbers to a table
- Sort a table
- Set up Columns within Word
- Linking and embedding an Excel spreadsheet into Word
- Insert Clip Art, Pictures and Shapes
- Insert a Text box and other Objects
- Resize, move, copy and delete Objects
- Align, distribute and group objects
- Flip, Layer and Rotate Objects
- Insert WordArt and SmartArt
- Format WordArt and SmartArt
- Insert and Format a Chart

Prerequisites

Skills learned in the Microsoft Word Foundation or equivalent knowledge

Delivery Method

Instructor led, group-paced, classroom-delivery learning with hands-on activities.

We provide manuals with each course with practice exercises and free support on information covered in the course.