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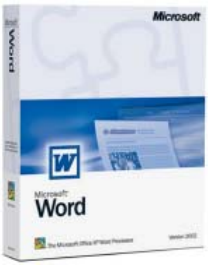
Microsoft Office Word
Tables Workshop
Course Outline



Course aims:

This workshop is designed for anyone needing to create tables. On this course you will learn how to create and enhance tables. We will be focussing on the tables toolbar which enables you to format your table quickly and easily.

Pre-requisites:

Delegates should have a working knowledge of Word (any version) and have attended the basics course

Who should attend:

Word users who need to create tables

Duration: 1 day

Table basics	Drawing and editing tables, number rows and columns, table headings, splitting a table, text rotation
Table selection	Quick ways to select table, column or row
Adding more rows, columns, cells	Merging and splitting cells, rows and columns
Sorting	Sorting in tables in ascending, descending order
Converting text to table or vice versa	Converting text to a table or table to text
Maths	Performing calculations in a table
Borders	Adding borders to cells, columns, rows etc
Keeping the table uniform	Table and cell alignment, column and row adjusting
Autoformat	Using the table autoformat feature
Follow on courses	Microsoft Office Word for the expert user or any of the other Word workshop

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