

Word 2007/2010 Managing Tables and Advanced Formatting - Online

Audience This course is for people who are familiar with Microsoft Word and Windows. They should be able to create documents and perform basic editing including selecting text, copying, deleting, and inserting. They should be familiar with the basic formatting capabilities of the program including character and paragraph formatting.

Description The course uses a combination of lecture and hands-on practice (with independent exercises after class) to advance the student's skills using Word. The skills needed to perform sophisticated formatting, to format paragraphs in sections and columns and to work with tables are covered.

Objectives Upon successful completion of the class, students should be able to:

- Copy formats with Format Painter
- Position text with tabs
- Perform advanced character, paragraph, and page formatting
- Create and apply a Quick Style
- Apply and modify themes
- Use sections for complex page formatting
- Create different headers in sections
- Format text in columns
- Create and edit a table
- Apply a table style
- Merge and split cells and split tables
- Create table headings and captions
- Apply and create a table style
- Insert a Quick Table and save it to the gallery
- Convert text to tables and tables to text
- Sort data in a table
- Create decimal tabs in cells

Length 3 hours

I. Advanced Formatting Techniques

- A. Changing Paragraph and Line Spacing
- B. Changing Paragraph Indents
- C. Using Format Painter

- D. Controlling Pagination
- E. Positioning Text with Tabs
- F. Using Quick Styles
- G. Applying a Theme
- H. Modifying a Theme



II. Working with Sections and Columns

- A. What is a Section?
- B. Inserting and Removing Section Breaks
- C. Changing Page Setup in a Section
- D. Creating Headers and Footers Review
- E. Inserting Fields into Headers and Footers
- F. Changing Headers and Footers by Section
- G. Setting Multiple Columns
- H. Modifying Column Formatting

III. Basic Tables

- A. What is a Table?
- B. Inserting a Table
- C. Applying a Table Style
- D. Selecting Text, Cells, Columns, or Rows
- E. Editing Text in a Table
- F. Inserting/Deleting Rows and Columns
- G. Adjusting Column Widths and Row Heights
- H. Formatting with Borders and Shading
- I. Modifying the Table Layout
- J. Creating Table Headings and Captions
- K. Positioning Tables
- L. Creating a New Table Style
- M. Converting Text and Tables
- N. Sorting Data in a Table (Optional)
- O. Creating Decimal Tabs in Table Cells (Optional)