

Word: Mastering Tables

Learn how to easily insert, edit and format Tables in Word documents to improve readability and document effectiveness.

Snapshot

Duration: 90 minute

Level: Experienced

Pre-requisites: Basic familiarity with MS Word

Version: Suitable for 2010, 2013 and 2016

Learning Outcomes

- Create a table
- Edit table layout
- Apply table formatting
- Repeat headings

Course Content

- Inserting tables
- Editing tables
- Inserting and deleting columns and rows
- Sorting data in tables
- Shading cells
- Applying a table style
- Aligning data in tables and merging cells
- Using formulas
- Repeating heading rows