



The Office Wiz Training, Consulting and Support Services

(303) 330-0565
Theofficewiz@prodigy.net
www.theofficewiz.biz

COURSE DESCRIPTION FOR MICROSOFT® OFFICE WORD'S® TABLES: FORMATTING TECHNIQUES*

If you work with tables, you won't want to miss this comprehensive class dedicated to getting your tables noticed. You will learn all the formatting techniques you'll need to design beautiful tables including borders, shading, layout, merging and splitting cells, working with headers and rotating text. You'll also master the tricks to control pagination. Say goodbye to dreary boring tables by registering for this class today!

LENGTH

One 1 hour and 30 minute session.

PREREQUISITES

Microsoft Word: Level 1 or equivalent knowledge. Also, you need to have a good understanding of basic Microsoft Windows, file management and personal computers.

NECESSARY SOFTWARE AND HARDWARE

For specific software and hardware requirements, refer to the Level 1 class description for your version of Word. Basically you need a computer running Windows and Word with a mouse and a keyboard.

OTHER WORD CLASSES

- Microsoft Office Word 2010: Transition from Word 2003
- Advanced Styles (Part 1)
- Advanced Styles (Part 2)
- Building The Power Resume With Microsoft Word
- Complex Page Numbering
- Create Brochures, Flyers And More Using Word
- Creating Legal Forms
- Customizing Word 2010
- Customizing Word 2007
- Customizing Word 2003
- Editing At Warp Speed
- Footnotes & Cross References
- Formatting Fundamentals For Paragraphs
- Word In The Law Office

*Actual content may vary depending on the version of Microsoft Word.

Course Description for
Microsoft® Office Word® Tables:
Formatting Techniques
Page 2

- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: The Essentials
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables