The Office Wiz
Training, Consulting and Support Services

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COURSE DESCRIPTION FOR
MICROSOFT® OFFICE WORD'S® TABLES: THE ESSENTIALS*

Tables are grids you can use to align information in an attractive, easy to read format. They are versatile and fun to work with. You'll begin your journey into Word's tables by learning all the different creation methods and then the essential tricks for editing. Finally, you'll explore easy formatting techniques guaranteed to get your tables noticed. Master the essentials of Word tables by enrolling for this first segment today!

LENGTH

One 1 hour session.

PREREQUISITES

You need some familiarity with Microsoft Word. 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
* Level 2
* Level 3
* 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

*Actual content may vary depending on the version of Microsoft Word.
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- Word In The Law Office
- Mastering Mail Merges
- Mastering The Table Of Contents
- Word's Styles: Solving The Mysteries Of Formatting
- Table Of Authorities
- Tables: Formatting Techniques
- Taming The Unruly Word Document
- Tips, Tricks & Traps
- Working With Microsoft Word Tables