



# The Office Wiz

## Training, Consulting and Support Services

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### **COURSE DESCRIPTION FOR WORKING WITH MICROSOFT® OFFICE WORD® TABLES\***

Become a wizard with Word tables in just four short hours! You'll work hands-on creating, editing and formatting tables, a feature designed to let you chart information in an easy to read grid. You'll also discover how to make headings repeat, control layout, and even do a little simple math. Creating beautiful tables is easy...if you know how.

#### **LENGTH**

One four hour session.

#### **PREREQUISITES**

*Word:* Level 1 or equivalent knowledge. Specifically, you should be familiar with saving documents, working with styles and sections. You must also have a good understanding of basic Microsoft Windows, file management and personal computers.

#### **SPECIFIC CLASS CONTENT**

- Creating and editing
- Formatting
- Borders and shading
- Headers
- Working with text
- Sorting
- Converting tabs to table and vice versa
- Controlling flow
- Math
- Tricks

#### **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)

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

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