

# Refine-IT

## Course Outline Word 2000 - Tables

**Overview and Goals** - to be able to create and manipulate tables within a Word document.

**Course Objectives** - to understand how to generate a table, modify its format, merge cells, generate tabs inside a table, use formulae and sort the data contained within a table. Delegates will also learn how to create a spreadsheet within a document, as well as how to link Excel Spreadsheet data into a Word document.

**Who Should Attend** - users with experience of Windows and using a mouse. Delegates must have attended a Word Introduction Course.

**Duration**- half day

### **Tables**

- Create a Table
- Insert Rows and Columns
- Delete Rows and Columns
- Merge and Split Cells
- Format a Table
- Modify Cell Height and Width
- Apply Headings to a Table
- Convert Text into a Table
- Sort Data
- Create Formula/Functions
- Split a Table
- Hide/Display Gridlines
- Centre Text Vertically in a Cell
- Tabs

### **Spreadsheets**

- Generate a Spreadsheet
- Modify Columns Widths
- Enter Data
- Inserting/Delete Columns/Rows
- Formula/Functions
- Formatting Spreadsheet Data

### **Linking**

- Inserting a Spreadsheet File
- Link the Spreadsheet Data
- Terminate a Link
- Update a Link Automatically
- Change Source File Name
- Manually Update a Link



If you would like to know more about any of the topics please contact Marie on 01689 877117 or [marie@refine-it.co.uk](mailto:marie@refine-it.co.uk)

Many more courses are available including MS Outlook, Internet, Excel, Project, Access, PowerPoint, VBA and Lotus Notes at all levels and versions. We also run Personal Development courses such as Professional Selling Skills and Presenting Professional Presentations with PowerPoint

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