

Refine-IT

Course Outline Word 2003 - 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

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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