Mastering Tables

Microsoft Word W103
90 Minutes

Tables are a great way to compare and display information in an organized way. In this 90-minute class, we will focus on getting you up to speed with everything you ever wanted to know about tables. We will start with the basics of how to create a table then quickly move on to modifying and formatting tables. If you create forms in Word, then using tables is a must.

By the end of this class attendees will have an understanding of how to create and work with tables in Microsoft Word.

Lessons include the following:

- Understand when to use tables

- Create a basic table

- Add data

- Format and align text

- Add and delete columns and rows

- Merge and split tables

- Convert text to columns

- Draw a Table