

## **Word – Tables, Styles, and Outlines**

### **Prerequisite**

A good working knowledge of Microsoft Word

### **Course Description**

Students will learn how to create tables in Word. They will learn how to insert and delete columns and rows; and how to change the column width and row height. They will explore all the different options for formatting the table. They will learn how to perform calculations in a table and how to merge and split cells. Students will learn to create, use and modify character and paragraph styles. They will learn how to create an automatic table of contents. They will also learn how to use the Outline View to organize a new document or assign outline levels to new paragraphs

### **Objectives**

#### ***Tables***

- Create a Table
- Modify a Table
- Change the Column Width
- Format a Table
- Perform Calculations in a Table
- Sort Data in the Table
- Use AutoFormat
- Split the Table
- Join the Table Back Together
- Change the Row Height
- Change Vertical Alignment
- Convert Text to Table
- Additional Exercises

#### ***Styles***

- Apply Word's Built-in Styles
- Create Styles
- Modify Styles
- Delete Styles

#### ***Outlines***

- Create a Master Document
- Apply Heading Styles to Sub-Document Text
- Collapse and Expand the Master Document

### **Class Length**

90 minutes  
Instructor lead, hands-on course