



Formation MS Office Word - Table creation and formatting in Geneva, Zurich, Huston, San-Antonio, Dallas, Los Angeles, San Diego, New York, Washington, Chicago, San Francisco and anywhere in Switzerland, USA, Great Britain and Germany.

ID : 427

Goal : Create and manage basic and advanced tables with advanced formatting and dynamic calculation fields. Also see the limits of table management with MS Word vs MS Publisher.

Audience : Users needing to create, import and manage tables in MS Word.

Prerequisites : Daily hands on MS Windows and MS Word.

Goals :

- Introduction
- Differences between Word, Excel and HTML tables
- Basic table creation and setup of borders, shading and cell size
- Autoformatting
- Adding rows and columns in an existing table
- In cell paragraph formatting features (tabs, indents, margins, etc.)
- Creation of a table style (only for simple tables!)
- Table Alignment and layout
- Table splitting
- Table to text and text to table conversion
- Sorting data in a basic table
- Defining a table as not splittable
- Add a caption (legend) to a table
- Building a tables and figures table of contents
- Browse a document by table
- Training Conclusion

Pedagogical method : Training based on attendees' files or on standard examples.

Suggested duration for presentiel training (days) : 1

Suggested duration for on-line training (days) : 1.2

Daily price in face-to-face : 275 CHF

Daily price in remote : 132 CHF

Daily price in remote for students : [contact](#) us (only if student card!)

Daily price in remote (with recording) : 1375 CHF

Prices are per day per trainee without course material, without certificate, without evaluation, without exam, without training room or computer (these are each optional and must be requested in addition in the contact form for the establishment of the quote).

Tags : ms word training, MS word cours, ms word, tables, formatting tables, importing tables, managing tables, modify tables, cells, rows, columns.

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