

TEMPLATES, FORMS & TABLES IN WORD - BITE SIZED

AVAILABLE IN OFFICE 365, 2019, 2016, 2013 & 2010



Templates & Fields

- ▶ Creating & Saving Templates
- ▶ Working with Fields
- ▶ Field Codes & Switches
- ▶ Working with Fill-in Fields
- ▶ Updating, Editing & Deleting Fields

Forms

- ▶ Creating Fill-in Forms
- ▶ Automating Forms with Fields
 - Text Form Fields
 - Drop Down Lists
 - Check Boxes
 - Field Properties
- ▶ Protecting Forms
- ▶ Saving Forms as Templates

Working with Tables

- ▶ Creating & Manipulating Tables
- ▶ Inserting & Editing Text in a Table
- ▶ Inserting & Deleting Rows & Columns
- ▶ Column Widths & Row Heights
- ▶ Formatting Tables with Borders & Shading

More on Tables

- ▶ Sorting Table Data
- ▶ Splitting Cells & Tables
- ▶ Converting Text to Tables/Tables to Text
- ▶ Creating Calculations in Tables

Course Duration: 1/2 Day

Price Per Day: £695
(For any 2 Bite Sized courses)

Suitable For:

Those who are working with Word and need to create documents with structured table layouts and also create standard templates and forms.

Learning Outcomes:

By the end of the course delegates will be able to create standard “fill-in” forms, templates to use as a basis for new documents and tables with a range of layouts and formats.

Prerequisite Skills:

Delegates attending this course should be able to create documents which include simple tables and formatting.