

WORD COURSES



TABLES AND GRAPHICS

Level:

For beginners

Prerequisites:

Basics of Word – creating a document, modifying font and paragraphs, including indents and tabs, setting the document up for printing, saving the file.

Audience:

Most suitable for people who create documents needing advanced layout with tables, graphic objects, and imported Excel tables.

Aim:

of this course is to provide students with the necessary knowledge to work with tables created either in Word or imported from Excel. We will also look at graphic objects to support the content of your document and enhance the look of it.

Overview:

Module 1: Tables and Imported Excel Sheets

- Working with Tables
- Performing Math
- Inserting Spreadsheet Files
- Linking Files

Module 2: Graphic Objects

- Working with Graphics
- Inserting Shapes, ClipArt, and Pictures
- Customizing Graphic Objects
- Adding WordArt
- Creating Diagrams & Charts
- Inserting Watermarks

Venue:

Advantage
Training Centre

46 Grey Street,
Palmerston North,
Manawatu 4410

Duration:

Half day