

Microsoft Word 2013: Tables and Graphics

Modality: On Demand

Duration: 1 Hour

About the course:

You will discover in this training program how to insert rows and columns, format a table, and add a table template. Students are going to learn inserting graphics into documents such as WordArt, SmartArt, Clip Art and photos. Students will also examine at how graphics can be copied, clustered, removed, and formatted.

Course Objective

- Understanding of MS Word 2013 Tables features like convert text into table, insert blank table, insert quick table, select and delete table elements, insert rows and columns, add new row, change row height, change column width, merge cells, split cells, use table style, and create formula in table.
- Understanding of MS Word 2013 Graphics features like insert shape, insert picture, insert clip art, insert SmartArt graphics, create drop cap, add text box, reshape graphic object, align graphic object, wrap text, apply shape effect and many more.

Audience:

This course is designed for:

- Anyone who want to learn about MS Word 2013 Tables and Graphics features.

Prerequisites:

- There are no prerequisites for this online training course.

Course Outline:

Getting Started

What you'll learn in this training

Tables

- Converting text to a table
- Inserting a blank table
- Inserting a quick table into a document
- Selecting table elements
- Deleting table elements

- Inserting columns and rows
- Adding a new row to the bottom of a table
- Changing the column width
- Changing the row height
- Distributing rows and columns evenly
- Merging cells in a table
- Splitting cells in a table
- Changing the cell alignment
- Changing the text direction in a cell
- Using table styles
- Repeating header rows
- Creating a formula in a table
- Converting a table to text

Working with Graphics

- Inserting a shape
- Inserting a picture
- Inserting clip art
- Inserting a SmartArt graphic
- Using screen shots
- Adding a text box
- Inserting WordArt
- Creating a drop cap
- Using the drop cap options
- Selecting shapes
- Resizing graphic objects
- Reshaping a graphic object
- Rotating a graphic object
- Moving a graphic object
- Aligning graphic objects
- Copying a graphic object
- Deleting a graphic object
- Grouping graphic objects
- Stacking graphic objects
- Wrapping text around a graphic object
- Formatting the fill of an object
- Formatting the outline of an object
- Applying shape effects
- Using the drawing lines