

Microsoft Word 2013: Tables and Graphics

Modality: Self-Paced Learning

Duration: 1 Hour

SATV Value:

CLC:

NATU:

SUBSCRIPTION: Learn, Master

In this course, you will learn about how to format a table, insert rows and columns, and apply a table style. We will explore inserting graphics into documents, like pictures, clip art, SmartArt and WordArt. We'll also look at how to copy, group, delete, and format graphics.

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