



Organizing Word 2016 Content Using Tables and Charts

Course ID #: 7000-530-ZZ-Z

Hours: 2

Course Content

Course Description:

After you master the basics of using Microsoft® Word 2016 such as creating, editing, and saving documents; navigating through a document; and printing, you're ready to move on to tackling the more advanced features. These features enable you to create complex and professional documents with a consistent look and feel. They also enable you to automate tedious tasks such as preparing a letter to send to every customer of your organization.

Creating professional-looking documents can help you give your organization a competitive edge. Implementing time-saving features such as document templates and automated mailings helps your organization reduce expenses. Mastering these techniques will make you a valued employee in your organization.

Target Student:

This course is designed for students who wish to use Microsoft Word to create and modify complex documents and use tools that allow them to customize those documents.⁴

Topics:

Lesson 1: Organizing Content Using Tables and Charts

Topic A: Sort Table Data

- Table Sorting
- How to Sort Table Data
- Sorting Table Data

Topic B: Control Cell Layout

- Cell Merging
- Cell Splitting
- Cell Alignment
- Text Direction
- How to Control Cell Layout
- Controlling Cell Layout

Topic C: Perform Calculations in a Table

- Formulas in Word
- Functions
- Equations
- Ink Equations
- How to Perform Calculations in a Table
- Performing Calculations in a Table



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Topic D: Create a Chart

- Charts
- Chart Components
- Types of Charts
- The Chart in Microsoft Word Window
- Chart Tools
- The Caption Dialog Box
- How to Create a Chart
- Creating a Chart

Topic E: Add an Excel Table to a Word Document (Optional)

- Excel Data in a Word Document
- The Object Dialog Box
- How to Add an Excel Table to a Word Document
- Adding an Excel Table to a Word Document