ON COURSE TRAINING

WORD
Tabs, Tables and Indents

About this course

This course looks in detail at the three most useful ways of laying out your text in a Word document.

You'll learn the difference between tabs and indents, how to set them up and change them correctly.

This course also looks in detail at tables, ranging from the different ways to create and format tables through to repeating headings, merging cells and sorting table data.

Get in touch

fiona@oncourse.im ✉

07624 344304 📞

www.oncourse.im 💻

What you'll learn

Tabs
- Setting tabs on ruler
- Setting tabs on the Ribbon
- Moving tabs
- Types of tabs
- Leader tabs
- Clearing tabs
- Tabs in tables

Indents
- About indents
- Increase/decrease indents
- Setting Indents on the ruler
- Setting Indents on the Ribbon
- Deleting indents
- Indents in tables

Tables
- Uses for tables
- Creating a table
- Adding data
- Modify table layout
- Adding borders
- Adding fill colour
- Aligning text
- Merge and split cells
- Repeat headings
- Sorting table data
- AutoFormat a table
- Table properties
- Convert to text

Level — Introduction

Duration — Half Day

Versions — 2016/2019 Office 365