Mindluster Platform

About the course Table formatting in MS word

Course Presenter : Innozant

Table formatting in MS word, in this course we will learn about the Table Formatting in MS Word course, designed to help you create, customize, and format tables effectively in Microsoft Word. Tables are essential for organizing data and presenting information clearly in documents. This course covers everything from basic table creation to advanced formatting techniques, such as adjusting row and column sizes, merging cells, and applying borders and shading. Youâ€™ll explore text alignment, table styles, and how to integrate tables seamlessly into your reports, resumes, or proposals. Additionally, the course will teach you how to manage large tables, split them across pages, and make them visually appealing for professional use. With hands-on exercises and practical examples, youâ€™ll gain confidence in using MS Wordâ€™s table layout options to organize data, enhance readability, and improve the overall presentation of your documents. Perfect for beginners and professionals alike. Innozant

Computer Softwares Category's Courses

Course Lesson(16)

Lesson 1 : **Introducing MS WORD and MS POWERPOINT For Beginners MS Word User Interface**

Lesson 2 : **Ms Word Options How to Customize Advanced Word Options**

Lesson 3 : **Ms word Basics HOME Tab Difference between Save and Save**

Lesson 4 : **Ms Word Basics Home Tab Paragraph Indent Font Sort Change Case**

Lesson 5 : **Ms Word Advanced Find Replace options Part 1**

Lesson 6 : **Ms Word Advanced Find Replace options Part 2**

Lesson 7 : **Ms Word Insert and Draw Table Ms Word Table Design and Layout**

Lesson 8 : **Ms Word Table Layout options**

Lesson 9 : **Ms Word Illustrations and Add ins**

Lesson 10 : **Ms Word Link Hyperlink Bookmark Cross Reference**

Lesson 11 : **Ms Word Object Design and Layout**

Lesson 12 : **Ms Word Reference Tab How to use Reference tab in Ms Word in Hindi**

Lesson 13 : **Ms Word Reference Tab Mark Entry Mark Citation Insert Caption**

Lesson 14 : **Mail Merge from Excel to Microsoft Word How to Mail Merge using Word and Excel**

Lesson 15 : **Ms Word Review Tab Ms Word Review Tab in Hindi**

Lesson 16 : **Ms Word View Tab Record Macro in Ms Word How to use View Tab in Ms Word in Hindi**

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