

Word 2016 - Tables and References

The Word 2016 - Tables and References course covers topics included in the Microsoft Office Specialist (MOS) exam 77-725. You will learn how to create, modify and format Tables using styles. You will also insert Captions, Footnotes/Endnotes, Citations, and create a Bibliography, Table of Contents and Index.

The estimated time to complete this course is 4 hours and 18 minutes.

Working with Tables

Creating Tables

- Tables
- Creating Tables
- Quick Tables
- Selecting Tables
- Deleting Tables
- Drawing Tables
- Converting Text to a Table
- Insert Table Command
- Arranging Content using Tables
- Hiding Table Lines
- Applying Table Styles

Modifying Tables

- Repeating Header Rows
- Converting Tables to Text
- Table Layout Options
- Merging Columns and Rows
- Splitting Rows and Columns
- Table Navigation
- Entering Table Data
- Moving Columns and Rows
- Selecting Cell Content
- Modifying Table Data
- Selecting Groups of Cells
- Selecting Table Rows
- Selecting Table Columns
- Selecting the Entire Table
- Deselecting a Table

Changing Table Structure

- AutoFit Feature
- Changing Column Widths
- Changing Row Height
- Inserting Columns
- Inserting Rows
- Deleting Columns
- Deleting Rows
- Sorting Table Content
- Splitting Tables
- Merging Cells
- Splitting Cells

Formatting Tables


- Changing Text Direction
- Aligning Table Text
- Table Styles
- Creating Table Styles
- Applying New Styles
- Applying Bold and Italics
- Changing Fonts
- Borders and Fill Styles
- Aligning Tables
- Changing Table Dimensions
- Adding Titles for Screen Readers
- Changing Margins and Spacing
- Table Formulas

If you require any further information please contact NYES:

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Applying References

Table of Figures and Captions

- Table of Figures
- Creating Captions
- Creating New Labels
- Generating Table of Figures
- Navigating with Table of Figures
- Setting Up AutoCaption
- Inserting AutoCaption Objects
- Updating Table of Figures

Footnotes and Endnotes

- Footnotes/Endnotes Description
- Using Bookmarks
- Footnote/Endnote Options
- Inserting Footnotes/Endnotes
- Reading Footnotes/ Endnotes
- Editing Footnotes/Endnotes
- Deleting Footnotes/Endnotes
- Formatting Footnotes/Endnotes
- Converting Footnotes/Endnotes
- Moving Footnotes/Endnotes

Creating a Bibliography

- What is a Bibliography?
- Bibliography Styles
- Inserting Citations
- Managing Sources
- Modifying Sources
- Sorting Sources
- Searching for Sources
- Generating a Bibliography
- Selecting a Bibliography
- Updating a Bibliography

Table of Contents and Indexes

- Table of Contents
- Creating a Table of Contents
- Navigating using Table of Contents
- Displaying the TOC Field
- Deleting a Table of Contents
- Entering TOC Headings
- Updating the Table of Contents
- Regenerating a Table of Contents
- Formatting a Table of Contents
- Indexes
- Marking Index Entries
- Creating Indexes
- Editing Indexes
- Updating Indexes
- Deleting Indexes

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