Word - Interactive tables and forms

Duration: 1 day
Audience: Pour tous

Who is this training for?

Word users who want to create professional tables and forms.

Training objectives

- Create and edit professional boards.
- Easily build forms.

Summary

Structure your data and create interactive forms with Word! Do you want to organize your information in a clear way and create interactive documents? Word Interactive Boards & Forms training gives you powerful tools to design professional boards and easy-to-use forms. Learn how to present your data in a structured, visual, and effective way, while simplifying information gathering with interactive forms tailored to your needs.

Course outline

Insert a table

- Create tables using the various functions available
- Identify concepts related to text input, movement and selection in a table
- Move and resize a table
- Modify the properties of the table
- Create a table within a table
- Insert a legend to a table
- Create a table of illustrations or tables

Modify the structure of a table

- Manipulate rows

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- Adjust the size of rows, columns, and cells
- Copy and move the contents of rows, columns, and cells
- Merge and split cells in a table

Change the formatting of a table

- Change the formatting of text
- Change the alignment of cells
- Apply borders and rasters to a table
- Use table styles
- Repeat table titles
- Use Sorting and text-to-table features
- Performing calculations in a table

Establishing references and cross-references in a document

- Using bookmarks
- Using cross-references
- Creating hyperlink

Creating forms

- Introducing the concept of a form
- Identifying types of form fields and controls
- Inserting and configuring form fields and controls
- Saving the form as a template
- Using a form

Approach and methodology

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- Lectures
- Demonstrations
- Guided and individual exercises

Prerequisites

Word - Creating Simple Documents or Equivalent Content

Recommendations

- Know the basics of text input and formatting (writing, selecting, copy-paste)
- Be comfortable with file management (opening, saving, naming a document correctly)
- Understand the structure of a document (headings, paragraphs, sections)
- Have a logic for organizing content (prioritize information, structure a text clearly)

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