

Réf : EB21-532

# Word 2019

## Tables and chart items

### Aim

*This course aims to demonstrate how to enliven documents using tables and chart items.  
After taking this course, you will be able to illustrate your document's contents in a clear professional manner.*

### Target audience

Users who have mastered the essential commands and wish to move towards more advanced techniques.

### Level required

The essential commands must be mastered in order to access Excel's advanced techniques without difficulty.

### Estimated time to complete the essential module

3 h 24 min  
(the video sequences last  
7 minutes, on average)

## Course content

### ► The essential modules

#### Word 2019 – Tables



MEDIAplus  
eLearning

This module offers interactive training consisting of 12 training videos, 12 exercises.

#### Include a table in your text

- Creating a table
- Text input and moving around in a table
- Selecting and inserting rows and columns
- Deleting rows and columns
- Table styles
- Formatting cells
- Row height and column width
- Cell and table alignment
- Merging and splitting cells or a table
- Converting text to table, table to text
- Sorting a table, a list or paragraphs
- Calculations in a table

#### Word 2019 – Chart items



MEDIAplus  
eLearning

This module offers interactive training consisting of 14 training videos, 14 exercises.

#### Inserting graphic objects

- Drawing an object
- Sizing/rotating/adjusting a drawing object

- Moving/copying a drawing object
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt

#### Inserting pictures and other chart items

- Inserting a picture
- Managing a picture
- Positioning and wrapping a picture
- Captions and table of figures
- Document background
- Charts
- Inserting objects from other applications
- Diagrams

## Office 2019: use cases

### Excel, Word or PowerPoint with an Office 365 subscription



This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Office 365 subscription: what are the differences?
- Creating and saving Office files in OneDrive, SharePoint Online or Teams
- Editing an Office file from OneDrive, SharePoint or Teams
- Sharing Office files with other contributors or people from outside your organisation
- Co-editing a file

## ► Complementary material

### Word (2019 and Office 365 versions) – Reference book



Online book

This module includes digital course material.

## Word 2019 – Document creation basics



MEDIAplus  
eLearning

This module offers interactive training consisting of 28 training videos, 28 exercises and 5 additional resources.