

Réf : En_EB21-632

Word 2021

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 2021 – Tables



MEDIAplus
eLearning

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

Include a table in your text - Theme

- 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 2021 – Chart items



MEDIAplus
eLearning

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

Inserting graphic objects - Theme

- Drawing an object
- Managing drawing objects: sizing, rotating, adjusting

- Managing drawing objects: moving and copying
- Formatting a drawing object
- Text in a drawing object/WordArt
- Formatting text in an object/WordArt

Inserting pictures and other chart items - Theme

- 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

Microsoft Office: use cases

Excel, Word or PowerPoint with a Microsoft 365 subscription



This module offers to view a video lasting 22 minutes.

- The Office suite with or without an Microsoft 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 2021 – Reference book



Online book

This module includes digital course material.

Word 2021 – Document creation basics



MEDIAPLUS
eLearning

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