Réf : En_EB21-732

# Word Word (2024 and Microsoft 365 versions)

## 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 | Level required | Estimated time to complete the essential module |
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| Users who have mastered the essential commands and wish to move towards more advanced techniques. | The essential commands must be mastered in order to access Excel's advanced techniques without difficulty. | 3 h 02 min (the video sequences last 7 minutes, on average) |

# Course content

## The essential modules

### Word Word (2024 and Microsoft 365 versions) – Tables

MEDIAplus eLearning

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

**Tables**
- 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 Word (2024 and Microsoft 365 versions) – Chart items

MEDIAplus eLearning

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

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| **Inserting graphic objects - Theme**<br>• Drawing an object<br>• Size, rotation and adjustment of a shape<br>• Move/copy a shape<br>• Format a shape<br>• Text box and WordArt object<br>• Formatting text in an object/WordArt |
| **Inserting pictures and other chart items - Theme**<br>• Inserting a picture<br>• Managing a picture<br>• Positioning and wrapping a picture<br>• Captions and table of figures<br>• Document background<br>• Charts<br>• Inserting objects from other applications<br>• SmartArt diagram |

## Complementary material

### Copilot for Word Microsoft 365

#### Use cases and best practices

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| Video | This module offers to view a video lasting 58 minutes. |
| | **Discover Copilot**<br>• What is Copilot?<br>• How to access Copilot<br>• Copilot and data confidentiality<br>• Copilot on the Web<br>• Copilot in Bing<br>• Copilot in Microsoft Edge<br>• Copilot for Microsoft 365<br>• Copilot Pages<br>**Copilot for Word**<br>• Writing<br>• Rewriting<br>• Summarising<br>• Other functions<br>**Write effective prompts**<br>• Adopting best practices<br>• Adapting prompts to your needs<br>• Structuring your prompts |

### Word Word (2024 and Microsoft 365 versions) – Document creation basics

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| MEDIAplus eLearning | This module offers interactive training consisting of 28 training videos and 28 exercises. |