



**THE  
ENTERPRISE  
CENTRE**

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**Word 2003  
Tables, Columns, and Merging  
ENT1507**

1 Day

**Workshop Goal**

This **one day hands-on** workshop will help participants become familiar with creating Tables, newsletter-style Columns and performing Merges in Microsoft Word.

**Topic Outline**

Creating a Table of Contents  
Working with AutoFormat  
Working with Tables  
Editing a Table  
Applying Borders and Shading  
Using Formulas in Tables  
Sorting Table Data  
Working with Drawing Objects  
Inserting Graphics  
Using Newsletter-Style Columns  
Managing Files  
Using Mail Merge  
Merging Mailing Labels and Directories

**Recommended Prior Learning**

Completion of the **Word Introduction** workshop or equivalent knowledge.