




Word Targeted-Skills

Create a Form Using a Table

GS Software Consulting.ca

GS Course Outline:

- Word:** Word is used to create all forms of documentation from letters to forms and large reports.
- Objective:** Learn how to design a data collection Form where a Table is created, Columns are Inserted and Rows Added, Cells are Split and Merged, Shading is applied, Borders are added along with a company Logo to complete a professional-looking result.
- Prerequisite:** Basic Windows, Keyboarding and Mouse skills. Word All-in-One GS Course Outline *or* previous experience using Word plus access to a computer with Microsoft Word software.
- Duration:** 1 hour
- Cost:** \$129.00 + HST (13%)
- Topics:**
1. Insert a Table
 2. Insert Columns
 3. Insert Rows
 4. Split Cells
 4. Merge Cells
 5. Add Shading
 6. Apply Borders
 7. Add a Logo
- Practice Lesson:**  Rides-R-Us New Client Order Form

Rides-R-Us New Client Order Form							
Client Name:		Business Type:					
Email:		Business Phone:		Cell:			
Street:		City:		Postal Code:		Prov:	
Account Manager:		Email:		Cell:			
Item	Region	Services		Small	Medium	Large	Fee/Service
		Rides	Deliveries				
1							
2							
3							
4							
Notes:							

Owner, Course Author & Instructor: | Gloria Smith
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 Or Visit the GS Bookings Calendar
 London, Ontario Canada

2024