Creating and Formatting Tables – Microsoft Word Software Tutorial

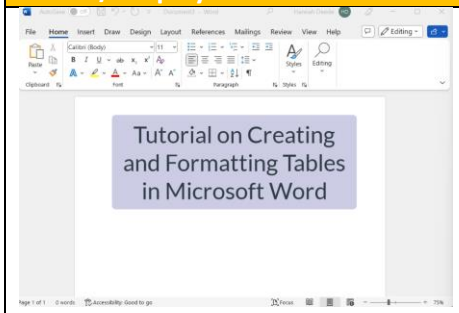
Upskilling with Microsoft Word

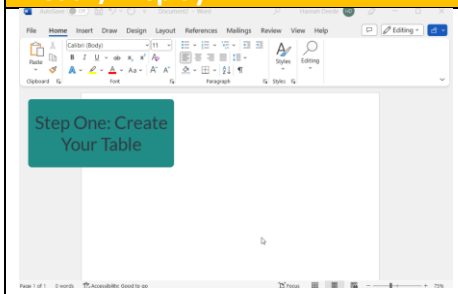
This is intended for Microsoft Word beginners. Additional trainings will need to be created to provide more in-depth ways to format tables in Microsoft Word.

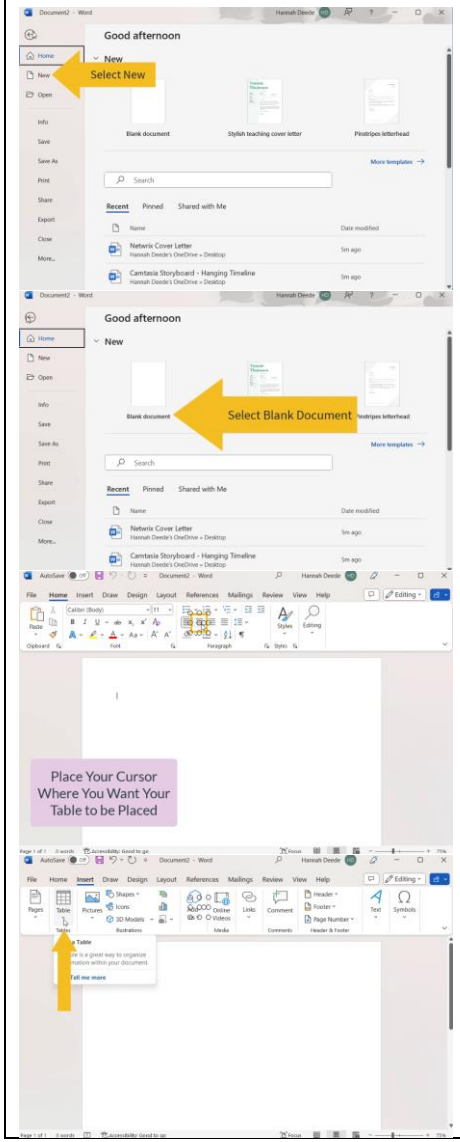
Target Audience: New users to Microsoft Word

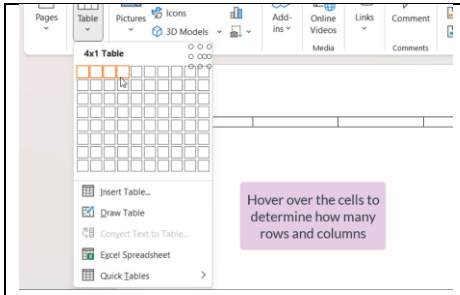
Learning Goals: Learners will be able to create and format a basic table in Microsoft Word

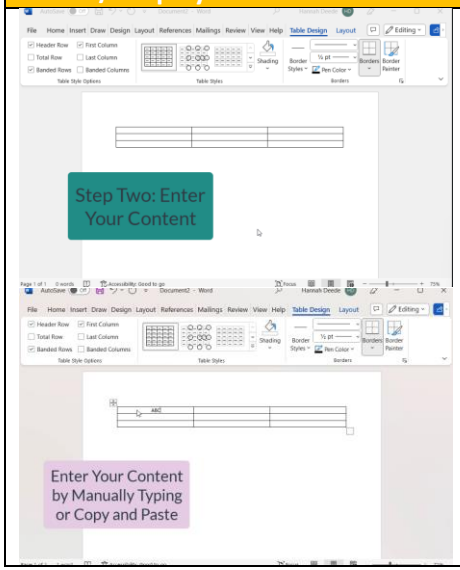
Seat Time: 3:30 minutes

Scene 1.1: Intro		
Visual / Display:	**Narration / Voiceover:**	**Animation / Interaction:**
	*Today I will be sharing a tutorial on how to create and formatting tables in Microsoft Word. Creating tables in Microsoft Word can be done in three easy steps. Let's begin!*	Annotation appears with title slide

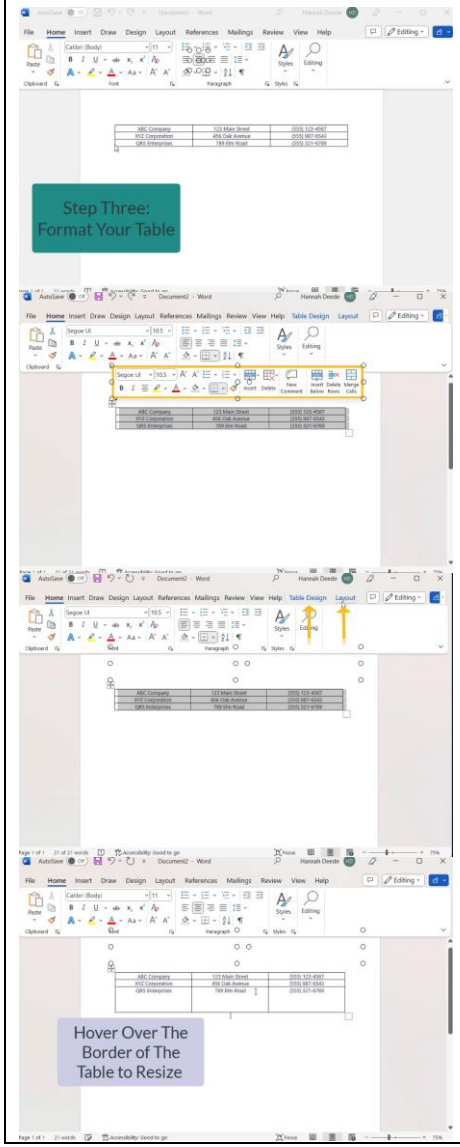
Scene 1.2: Create Your Table		
Visual / Display:	**Narration / Voiceover:**	**Animation / Interaction:**
	*First, we will create the table. To begin you will want to open a new blank document in Word which can be done by selecting file, new, or selecting blank document here.* *You will now place your cursor in the document where you want the table to be placed.* *I will center my cursor by selecting this icon here. Once you've placed your cursor you will select "Insert" at the top of the toolbar. And then you will the "table" option and select it. A grid will appear. Select the size of the table by hovering over the number of cells for each row and column. When you've selected the*	Annotation appears signaling first step in the process Arrows appear in time with voice-over to indicate both "new" and "blank document" options A highlighted box appears around the center text icon Zoom-pan begins when voice-over begins to describe inserting the table Final annotation appears with on-screen instructions

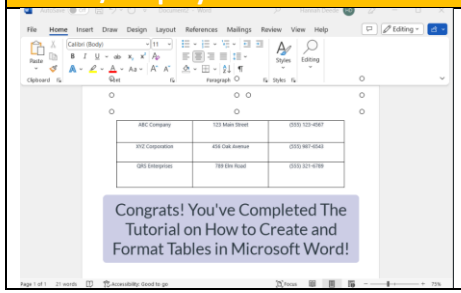
	*number, the table will be created in your document.*	

Scene 1.3: Enter Your Content		
Visual / Display:	**Narration / Voiceover:**	**Animation / Interaction:**
	*The second step is to enter the content into each of the cells in your table. You can do this by typing into each cell or by copying and pasting source content you already have. I will copy and paste information I have already prepared.*	Annotation appears signaling second step in the process On-screen directions follow along with voice over Clip speed animation used to speed up entering content into cells of the table

Scene 1.4: Format Your Table		
Visual / Display:	**Narration / Voiceover:**	**Animation / Interaction:**
	The third step is to format your table. You are going to select the top left of your	Annotation appears signaling third step in the process

	*table. When you do this a toolbar will appear with formatting options. You have several different options at this time. One of them is borders. You can add an all-border option here. When you select it again it will add it back.* *You will also notice when you've selected your table two new options will appear "Table Design" and "Layout".* *These are two additional two avenues you can use to format tables. If we select "Table Design" you can select styles, shading, and border styles.* *When you select "layout" you can merge, split, or split the table.* *A final simplified way is to hover over the border and manually drag down the border. This way you can resize the cells manually.*	Box appears around the toolbar Arrow animations appear below "table design" and "Layout" Annotation appears with on-screen instructions on how to change cell sizing manually

Scene 1.5: Outro		
Visual / Display:	**Narration / Voiceover:**	**Animation / Interaction:**
	*Remember this was a beginner's tutorial on how to create and format tables in Microsoft Word. The application has many more sophisticated ways to format tables that you will be able to use as you become more familiar with the program.*	Final closing annotation appears in timing with voice over audio