Tables:
Tables are used in a Word document to organize data or results. Most of the table functionality in Word can be accessed by selecting on the Insert tab ➔ Table, creating a simple table then either selecting on the table to access the Design and Layout tabs, or right clicking on the table anchor (upper left corner), or individual cells to modify the table itself.

Design tab options:

Layout tab options:

You can Merge or Split cells in a Table.

Merge cells
You can combine two or more table cells located in the same row or column into a single cell. For example, you can merge several cells horizontally to create a table heading that spans several columns.

1. Select the cells that you want to merge by clicking the left edge of a cell and then dragging across the other cells that you want.
2. Under Table Tools, on the Layout tab, in the Merge group, click Merge Cells.

Split cells
1. Click in a cell, or select multiple cells that you want to split.
2. Under Table Tools, on the Layout tab, in the Merge group, click Split Cells.
3. Enter the number of columns or rows that you want to split the selected cells into.
It is possible to convert existing text, say from an Adobe document to a table.

Often you might wish to insert a special symbol into your table.
More Symbols:

Notice that the Font has been changed to Symbol

Select a symbol from the palette and then select the Insert button in the lower right corner. The Cancel button will change to Close. Use it to close the dialog box.

Equations:
Often times while writing, engineers have to refer to formulas and equations. So the ability to place equations in a document is important. Microsoft has included tools to build equations, under the Insert ➔ Equation tab.

Equations such as the quadratic formula are already built for you and can be easily accessed by clicking the arrow under the Equation operator.

\[ x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a} \]

Other equations can be "built" using the Tools under the Design tab.
Lists:
Numbered and bulleted lists can be created automatically in Word. Each line in the list has the same format and can be preceded by a special character, a number (integer or Roman) or a letter (uppercase or lowercase). If you start a line with a number, the software interprets your action as an attempt to create a numbered list. It goes into list mode automatically. You can turn this on or off as shown below.

Numbered and bulleted lists can be created by using the tools on the formatting toolbar.

1. Range
2. Activecell
3. Selection

Changes can be made to adjust your list once created.

The First Line Indent location determines where the numbers & bullets in the list line up.

The Left Tab location determines where the first line of text in the list item lines up. The Hanging Indent location determines where subsequent lines of the list item line up.

Text is selected so that the tab indicators for the entire list can be seen and modified at one time.
To format the list, select the list, right click and change the Bullets or Numbering.

Define New Bullet allow you to change the character used for the bullets. The character comes from the same character set as the symbols inserted earlier.