



MICROSOFT WORD

(Elementary & Intermediate)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Administrative Personnel

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Word Program

DURATION

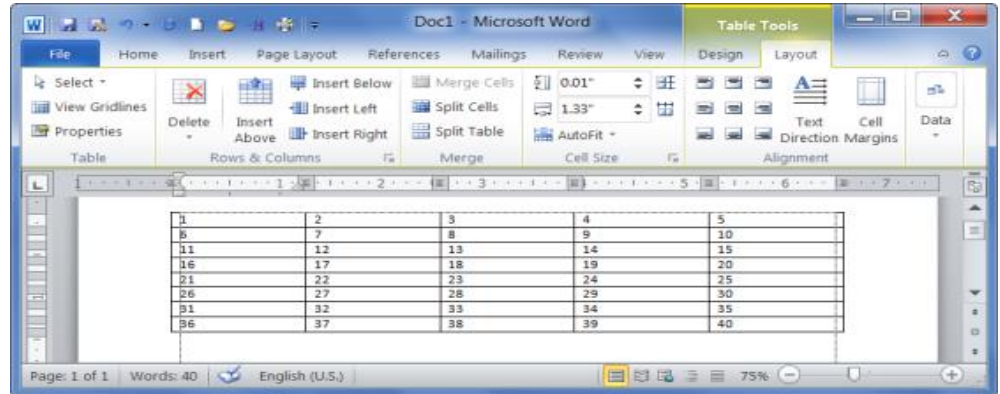
- 3 Days

COURSE FEE

- RM 520.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Microsoft Word is a full featured word processing program that helps people to create and share professional looking document by combining a set of writing tools with the easy to use concept. Perhaps you can tweak a heading in your document and it looks just right on the font, pictures, borders and shading in word. This helps make your documents look consistent and can save you time.

OBJECTIVE

Upon completion of the course, participants will be able to: -

- Know how to create, edit and format document.
- Add picture into document
- Apply bullet and numbering to enhance document
- Using various type of formatting styles
- Merge documents

COURSE CONTENTS

- Chapter 1 - Getting Started with Microsoft Word
- Chapter 2 - Copy, Move & Paste
- Chapter 3 - Text Formatting
- Chapter 4 - Paragraph Formatting
- Chapter 5 - Bulleted & Numbering List
- Chapter 6 - Graphic
- Chapter 7 - Styles
- Chapter 8 - Autocorrect
- Chapter 9 - Tabulation
- Chapter 10 - Proofing document
- Chapter 11 - Tables
- Chapter 12 - Borders and Shading
- Chapter 13 - Page Formatting
- Chapter 14 - Preview & Printing
- Chapter 15 - Mail Merge

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

Sarawak Information Systems Sdn. Bhd. (213181-W)
Level 3, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching, Sarawak, MALAYSIA
Tel: (60) 82-444199 | Fax: (60) 82-444211
Email: service@sains.com.my
Website: www.sains.com.my

Pusat Latihan Teknologi Maklumat Sarawak
Ground Floor, Lot 250
Kuching-Kota Samarahan Expressway
Kota Samarahan 93010, Samarahan
Tel: (60) 82-668668 | Fax: (60) 82-668699

Contact Person:
Jean Sim / Johnny Chung
Email: training@sains.com.my
Website: www.sains.com.my