



OPENOFFICE IMPRESS

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Impress

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Administrative Personnel

DURATION

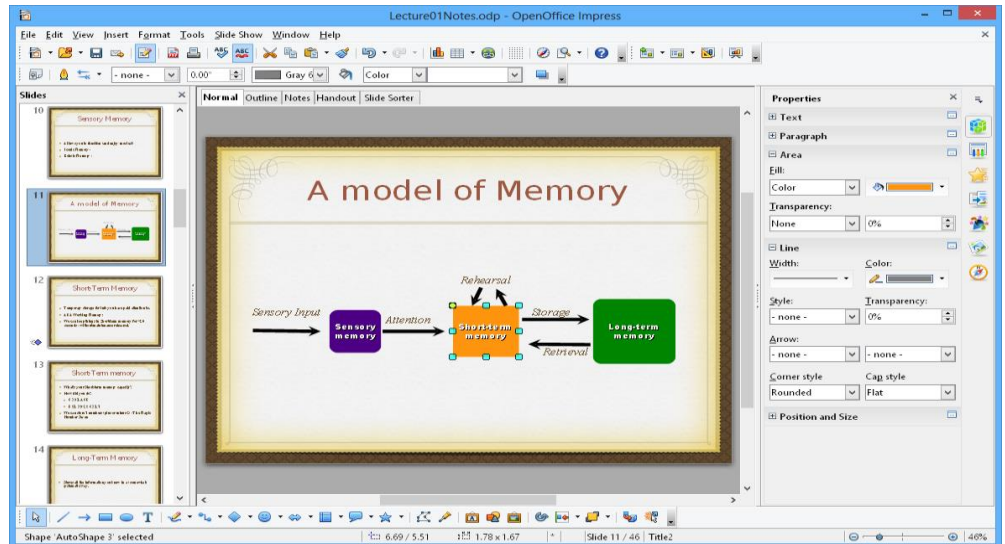
- 3 Days

COURSE FEE

- RM 488.00

Course fee is inclusive of
GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

OpenOffice Impress is a program you use to create presentations and professional graphics. It is custom made to create, edit and manipulate slides or on-screen presentations. OpenOffice Impress is useful tool when speaking to a group and supports your information.

OBJECTIVE

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

- Know more features and elements of OpenOffice Impress
- Format and edit slides
- Apply effects and animation into slides
- Run slide show presentation

COURSE CONTENTS

- Chapter 1 – Introduction
- Chapter 2 – Creating a Slide Show
- Chapter 3 – Formatting text
- Chapter 4 – Time Savings Tools
- Chapter 5 – Coloring & Drawing
- Chapter 6 – Charts
- Chapter 7 – Create Header & Footer
- Chapter 8 – Slide View & Notes
- Chapter 9 – Slide Show Enhancement
- Chapter 10 – Creating Interactive Presentations
- Chapter 11 – Printing Presentations

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

Please fax Registration Form to: **PUSAT LATIHAN TEKNOLOGI MAKLUMAT SARAWAK**

Attention : Jean Sim Johnny Chung

Fax No: **082-668699**

REGISTRATION FORM

(To register, please complete part 1 to 5)

1. Company Information

Company	<input type="checkbox"/> Government Agencies <input type="checkbox"/> PSMB Registered Employers <input type="checkbox"/> Non - PSMB Registered Employers	Tel:
Address		Fax:
Contact Person		Designation:

2. Course Information (*Please refer to SAINS Computer / Geomatics Training Programme)

No	Training Date	Course Title	No. of Pax(s)	Fees/ Pax (RM)	Duration (Days)	Total Fees (RM)
1.						
2.						
3.						
Total Amount						

The course fee is inclusive of GST @ 6%. The fee includes refreshment and course material.

Certificate of Attendance will be presented upon completion of course.

Course Venue : **Pusat Latihan Teknologi Maklumat Sarawak , Kota Samarahan**

Time : **8.30 am - 4.30 pm**

3. Participant(s) Information

No.	Participant Name	Designation	Meal Choice
1.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
2.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian
3.			<input type="checkbox"/> Vegetarian <input type="checkbox"/> Non-Vegetarian

4. Methods of Payment

Cash Cheque Service Order Purchase Order

Payment should be made payable to **Sarawak Information Systems Sdn. Bhd.** to RHB Account No: **21121250109185** and admittance will only be permitted upon receipt of full payment. Registration can be made via fax.

5. Authorization

Authorized signature _____ **Company Chop / Stamp :**

Name : _____

Designation : _____

Date : _____

Cancellations & Transfers:

- Full payment must be made **SEVEN (7)** days prior to the course
- If cancellation occurs less than **FIVE (5)** working days from the course delivery, the FULL training fees for the course will be charged
- A substitute delegate is welcome at no extra charge if you are unable to attend. Kindly provide name and title of substitute delegate prior to the course

Disclaimer :

SAINS reserves the right to cancel the event should circumstances beyond its control arise. In the event of such a cancellation, SAINS will refund in full all payments received. SAINS also reserves the right to make alternative arrangements without prior notice should it be necessary to do so. Upon signing the registration form, you are deemed to have read and accepted the terms and conditions.

FOR OFFICIAL USE ONLY (* To be filled in by SAINS Training Officer)

Date Received : _____

Total Amount : RM _____

Discount : RM _____

Net Amount : RM _____

Cash / Cheque / Service Order / Purchase Order No. : _____

Signature & Name