



# OPENOFFICE WRITER

(Advanced)

## METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Writer Program

## WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Managers
- IT Personnel
- Administrative Personnel

**Pre-requisite: Participants should have basic knowledge for OpenOffice Calc**

## DURATION

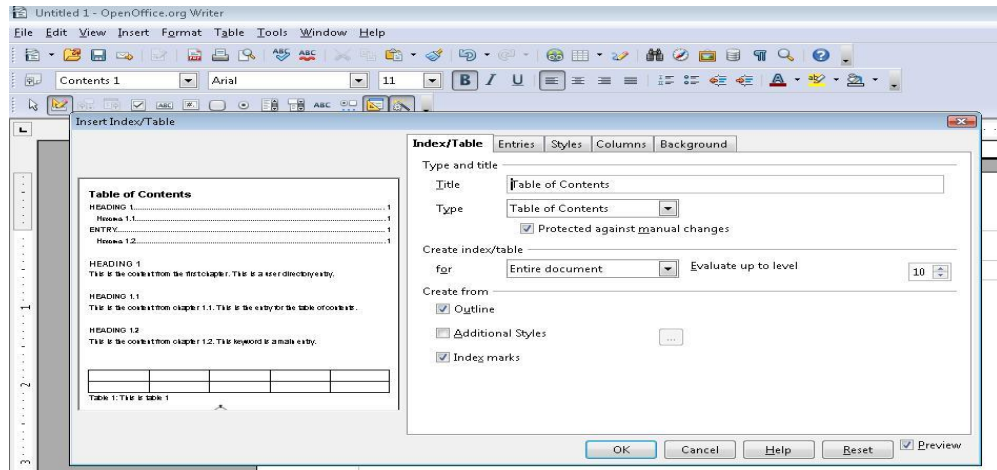
- 3 Days

## COURSE FEE

- RM 520.00

Course fee is inclusive of GST @ 6%

**SBL Scheme Claimable**  
(Subject to HRDF approval)



## INTRODUCTION

OpenOffice Writer is the word processing program in OpenOffice with a full featured of office suite. You can create customized tools for creating a work schedule using the table format and full featured office suite such as memos, legal copies as well as reference documents.

## OBJECTIVE

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

- Create table of contents
- Know how to use macro
- Insert note and bookmark
- Create master documents
- Know how to create mail merge

## COURSE CONTENTS

- Chapter 1 - Tables of contents
- Chapter 2 - Comment
- Chapter 3 - Bookmarks
- Chapter 4 - Footnote
- Chapter 5 - Importing data
- Chapter 6 - Macro recording
- Chapter 7 - Column
- Chapter 8 - Autocorrect
- Chapter 9 - Manual break
- Chapter 10 - Working with master documents

## 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](mailto:service@sains.com.my)  
Website: [www.sains.com.my](http://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](mailto:training@sains.com.my)  
Website: [www.sains.com.my](http://www.sains.com.my)