



OPENOFFICE WRITER

(Elementary & Intermediate)

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

DURATION

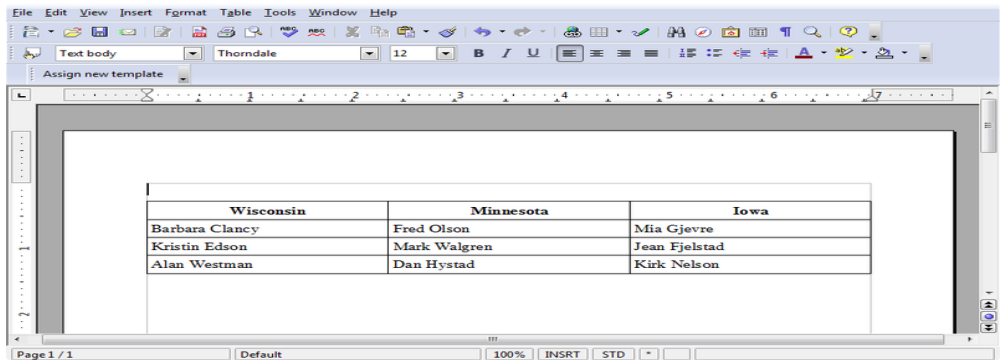
- 3 Days

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 :-

- Know more features and elements of OpenOffice Writer
- Use OpenOffice Writer for various purposes
- Format and edit document
- Apply bullet and numbering list
- Create tables

COURSE CONTENTS

- Chapter 1 – Text document basic
- Chapter 2 – Work with text documents
- Chapter 3 – Opening and saving documents
- Chapter 4 – Preview and printing
- Chapter 5 – Paragraph formatting
- Chapter 6 – Headers & Footers
- Chapter 7 – Bulleted & numbering list
- Chapter 8 – Creating table
- Chapter 9 – Tabulation
- Chapter 10 – Proofing document
- Chapter 11 – Page break & section break
- Chapter 12 – 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.

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