



MICROSOFT WORD

(Advanced)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Manager
- IT Personnel
- Admin Personnel

Pre-requisite: Participants should have basic knowledge of MS Word

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Word Program

DURATION

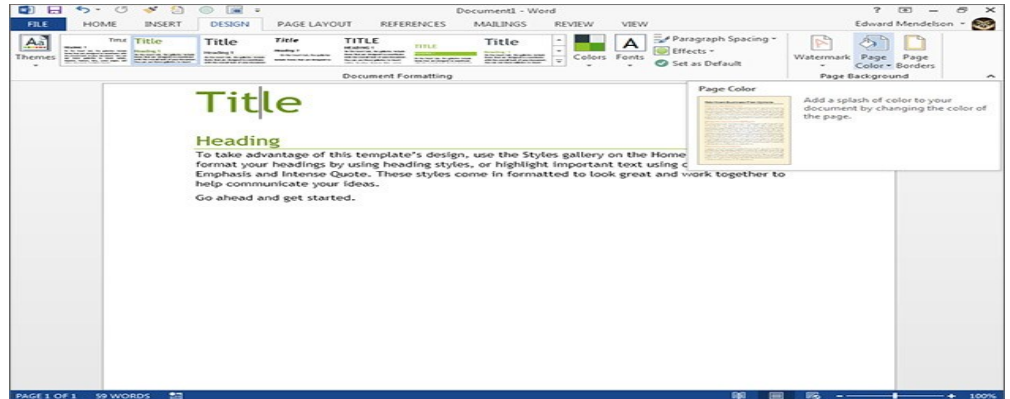
- 3 Days

COURSE FEE

- RM 600.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

Microsoft Word Advanced is suitable for experienced users for Microsoft Word. The 3 days course will enable you to use outline view to organize document, creating an outline, used advanced formatting, used footnotes and endnotes, using charts as well as creating forms.

OBJECTIVES

By the end of the course participants should be able to:

- Create table of content
- Using bookmark
- Creating and apply macro
- Importing data
- Using the outline view to create documents
- Create form
- Using labels

COURSE CONTENTS

- Chapter 1 - Tables
- Chapter 2 - Paragraph styles and themes
- Chapter 3 - Bookmarks
- Chapter 4 - Lists
- Chapter 5 - Working With Templates
- Chapter 6 - Hyperlinks
- Chapter 7 - Table of content
- Chapter 8 - Importing data
- Chapter 9 - Password & editing restrictions
- Chapter 10 - SmartArt
- Chapter 11 - Watermarks
- Chapter 12 - Master documents
- Chapter 13 - Mail merge
- Chapter 14 - Forms
- Chapter 15 - Labels

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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