



# 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

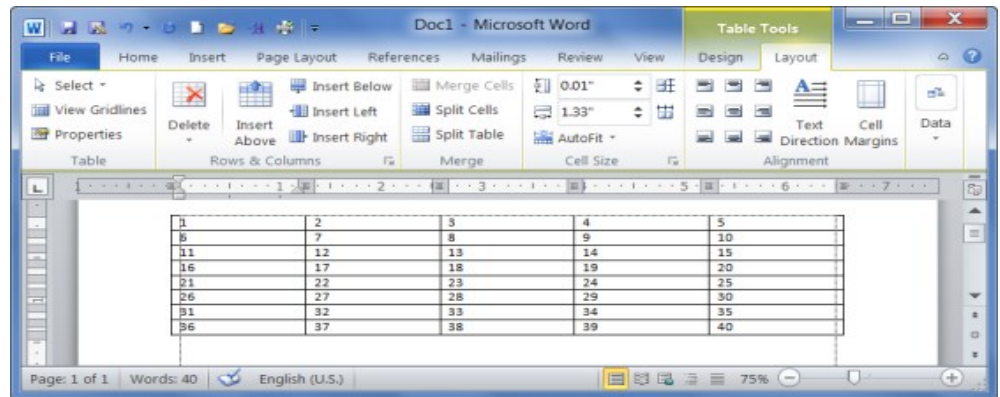
- 3 Days

### COURSE FEE

- RM 600.00

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.

### OBJECTIVES

By the end of the course participants should 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.

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