



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 of OpenOffice Writer

DURATION

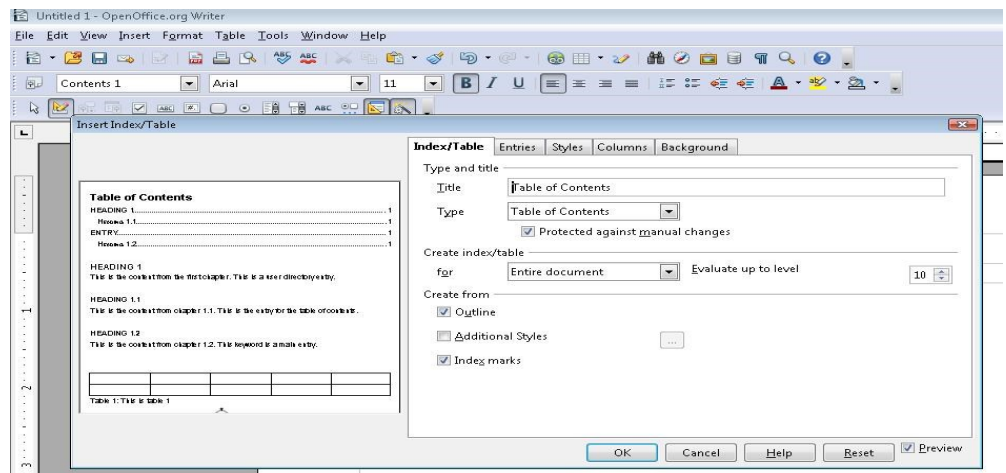
- 3 Days

COURSE FEE

- RM 600.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



INTRODUCTION

In this OpenOffice Writer Advanced course, participant learn advanced techniques, such as working with tables of contents, footnotes, adding comments, creating newspaper column, recording macro, using autocorrect and working with master documents. In this 3-day Advanced course participant will be given many opportunities for hands-on practice in class to become familiar with the Writer features.

OBJECTIVES

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

- Create table of contents
- Know how to use macro
- Add note and bookmark
- Create master documents

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.

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