

OPENOFFICE WRITER

WORD PROCESSOR

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
- Using tables

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- IT Working Adults
- IT Professionals
- Officers
- Administrative Staff

ABOUT SAINS

SARAWAK INFORMATION SYSTEMS SDN BHD (SAINS) officially began operation in 1992 and has strategically developed a presence in Malaysia as a leading ICT Systems Integrator and Solutions Provider. SAINS, has effectively enlarged and intensify the utilisation of ICT in the State of Sarawak. At the onset, our stakeholders set out to ensure we build a critical mass of knowledge and know-how of mainstream technology. Today, SAINS is widely recognised as a leader among governments in the region for cost effective deployment and efficient utilisation of IT.

COURSE CONTENTS

- Day 1** Lesson 1 - **Basic for Text Document**
 Lesson 2 - **Working with Text Document**
 Lesson 3 - **Opening and Saving Document**
 Lesson 4 - **Printing Documents**
 Lesson 5 - **Paragraph Formatting**
 Lesson 6 - **Header and Footer**
- Day 2** Lesson 7 - **The Navigator**
 Lesson 8 - **Bullebed Lists and Numbering**
 Lesson 9 - **Creating Tables**
- Day 3** Lesson 10 - **Tabulation**
 Lesson 11 - **Proofing a Document**
 Lesson 12 - **Page Break and Section Break**

DURATION : 3 Days

COURSE FEE : RM285.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- OpenOffice Writer Program

SBL Scheme Claimable

TRAINER'S PROFILE

Tarmit Kaur is currently the senior IT Trainer with SAINS. She has an extensive and deep understanding in theory and technical education. She also has conducted IT development programs for various level of customers from Government sectors, Statutory Bodies and Corporate Bodies. She is also appointed as test administrator for PEARSON VUE and PROMETRIC Testing Centre. She is a practical trainer who ensures participants learning are relevant to the needs of organization and her presentation is designed to bring change in attitudes and skills.