

MICROSOFT WORD (Elementary & Intermediate)

WORD PROCESSORS

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

OBJECTIVE

Upon completion of the course, participants will 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

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 - **Getting Started**
 Lesson 2 - **Work with documents**
 Lesson 3 - **Copy, Move & Paste**
 Lesson 4 - **Paragraph Formatting**
 Lesson 5 - **Bulleted & Numbering List**
 Lesson 6 - **Tabulation**
- Day 2** Lesson 7 - **Styles**
 Lesson 8 - **Creating Tables**
 Lesson 9 - **Page Break & Section**
 Lesson 10 - **Proofing Document**
- Day 3** Lesson 11 - **Preview And Print**
 Lesson 12 - **Creating Merged Documents**

DURATION : 3 Days

COURSE FEE : RM285.00

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Word 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.