

MICROSOFT WORD (Advanced)

WORD PROCESSORS

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.

OBJECTIVE

Upon completion of the course, participants will 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

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- IT Professionals
- Web Designers
- 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 - Table Of Content
 Lesson 2 - Annotation
 Lesson 3 - Bookmarks
 Lesson 4 - Macro
 Lesson 5 - Importing Data
 Lesson 6 - Working With Templates
- Day 2** Lesson 7 - Using The Outline View
 Lesson 8 - Working With Master Documents
 Lesson 9 - Print Merge
- Day 3** Lesson 10 - Forms
 Lesson 11 - Labels

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.