

# MICROSOFT WORD 365

## Elementary & Intermediate

Office  
documents  
at your  
finger tips!



This Microsoft Word 365 training course is designed for easy and effective learning by basic users to empower them to use Word 365 effectively and efficiently. Users will be learning how to format document effectively, create good-looking tables, enhancing document by applying bulleted and numbering list. You will also learn how to add recurrent data to documents in a series such as page numbers and headers.




### **SAINS – PPKS (Training Centre)**

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),

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Claimable  
Under  
Scheme  
SBL

## Course Content

- Text document basic
- Work with text documents
- Opening and saving documents
- Preview and printing
- Paragraph formatting
- Applying Headers & Footers
- Inserting Bulleted & Numbering list
- Creating table
- Using Tabulation
- Proofing document
- Inserting Page break & section break
- Using Mail merge

## Learning Outcomes

This training course covers the fundamental and intermediate functions and features of Office 365. Participants will be able to create, modify and enhance variety of documents using their newly-acquired skills.



## WHO SHOULD ATTEND

- Manager
- IT Personnel
- Admin Personnel



## METHODOLOGY

- Screen Projection
- Lecturing
- Practical



## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Word 365 Program



## COURSE DURATION

- 2 Days



## COURSE FEE

- RM600.00

## IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact [agnes@sains.com.my](mailto:agnes@sains.com.my) or **082-366499** for further discussion.

## TERMS & CONDITIONS :

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.