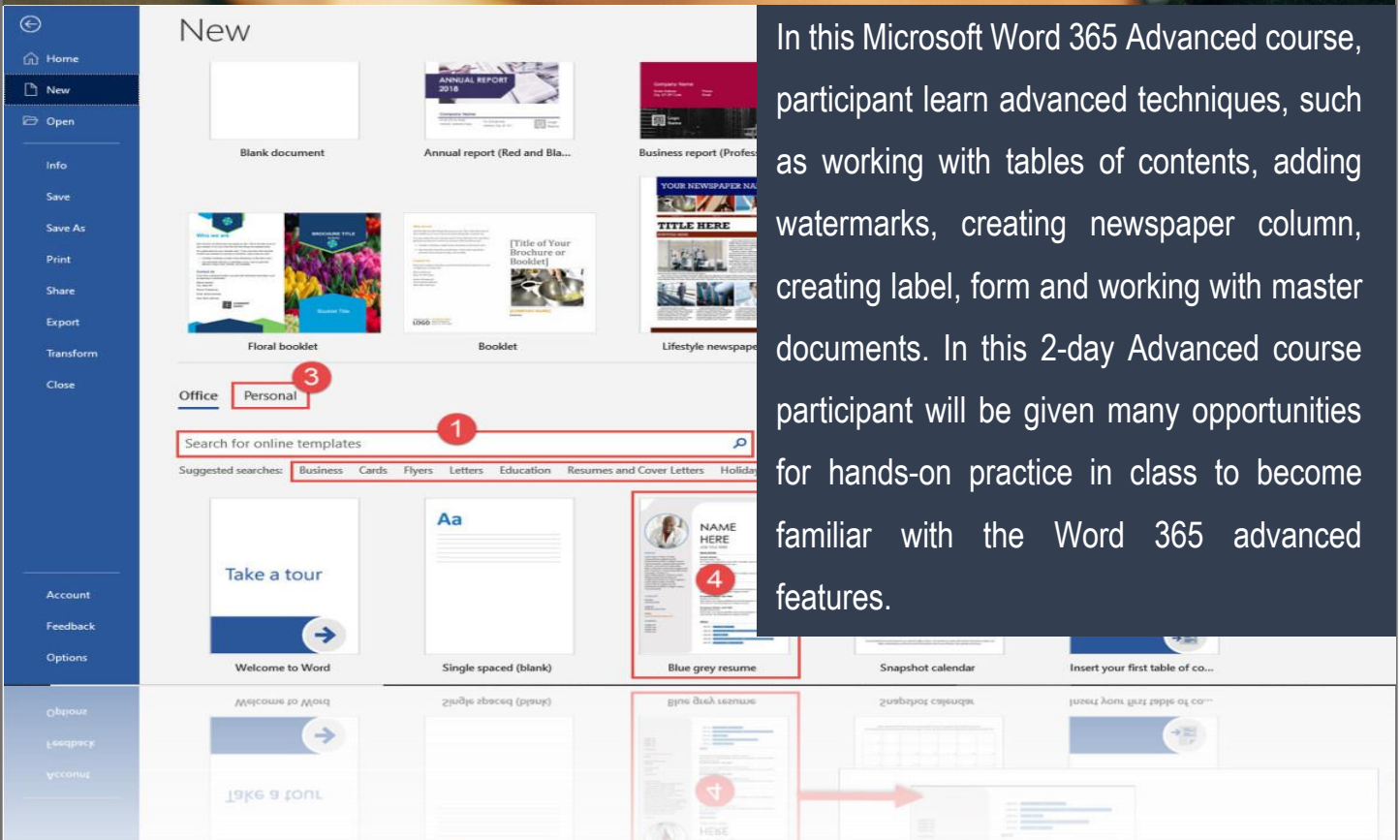


# MICROSOFT WORD 365 ADVANCED

In this Microsoft Word 365 Advanced course, participants learn advanced techniques, such as working with tables of contents, adding watermarks, creating newspaper columns, creating labels, forms, and working with master documents. In this 2-day Advanced course, participants will be given many opportunities for hands-on practice in class to become familiar with the Word 365 advanced features.




## SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,


Jalan Canna, Off Jalan Wan Alwi,

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Claimable  
Under  
Scheme  
SBL

## Course Content

- »» Advanced Tables
- »» Paragraph Styles & Themes
- »» Bookmarks
- »» Lists
- »» Working with Template
- »» Hyperlink
- »» Table of Content
- »» Importing Data
- »» Protect Document
- »» SmartArt
- »» Watermark
- »» Mail Merge
- »» Forms
- »» Tips & Tricks

## Learning Outcomes

- »» Create table of contents
- »» Using paragraph styles and themes to enhance document
- »» Create forms using Word control features
- »» Working with master documents
- »» Creating mail merge document allows you to create multiple documents at once, such as letters.



## WHO SHOULD ATTEND

- Manager
- IT Personnel
- Admin Personnel



## METHODOLOGY

- Screen Projection
- Lecturing
- Practical



## SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft 365 Word 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.