



MICROSOFT WORD 2019

Elementary & Intermediate

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 save you time.

SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),

New Admin Block PPKS, Level 1,

Jalan Canna, Off Jalan Wan Alwi,

Tabuan Jaya, 93350 Kuching. Sarawak.

 (60) 82-366499 / 480912

 training@sains.com.my

 (60) 82-360522

 www.sains.com.my



Claimable
Under
Scheme
SBL

Course Content

- Getting Started
- Copy, Move & Paste
- Text Formatting
- Paragraph Formatting
- Bulleted & Numbering List
- Graphic
- Column
- Autocorrect
- Tabulation
- Proofing document
- Tables
- Text boxes & WordArt
- Header & Footer
- Page Layout
- Preview & Printing

Learning Outcomes

- Know how to create, edit and format document.
- Add picture into document.
- Adding bullet and numbering to enhance document.
- Applying column style in a paragraph document.
- Using text boxes and WordArt to make document looks more interesting.



WHO SHOULD ATTEND

- Manager
- IT Personnel
- Admin Personnel



METHODOLOGY

- Screen Projection
- Lecturing
- Practical



SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft 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 or **082-366499 / 480912** 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.