


Learn to create better documents!

MICROSOFT WORD 2019 ADVANCED

Microsoft Word Advanced is suitable for experienced users for Microsoft Word. The 2 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.

SAINS – PPKS (Training Centre)

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),
New Admin Block PPKS, Level 1,
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Claimable
Under
Scheme
SBL

Course Content

- Advanced Tables
- Paragraph styles and themes
- Bookmarks
- Lists
- Working with Templates
- Hyperlinks
- Table of content
- Importing data
- Password & editing restrictions
- SmartArt
- Watermarks
- Master documents
- Mail merge
- Forms
- Tips & Tricks

Learning Outcomes

- Create table of content.
- Using bookmark to mark a place in a document for reference.
- Applying hyperlink to connect documents.
- Adding watermarks as a document background.
- Using master document.
- Create form using word document.
- Using mail merge to create multiple documents.
- Know the tips and tricks in Microsoft Word to work faster and smarter.

WHO SHOULD ATTEND



- Manager
- IT Personnel
- Admin Personnel

SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft Word Program

METHODOLOGY



- Screen Projection
- Lecturing
- Practical

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.