



Date: To be Advised

Time: 9am-5pm

Duration: 2 Days /14 Hours

Venue 1: Bandar Puteri Puchong, Selangor, Malaysia

Venue 2: Plaza Mahkota, Melaka, Malaysia

Why and for who?

1. This course provides participants with the skills that are necessary to use Microsoft Word on a daily basis in their workplace, from creating a single page document or letter to a long document.
2. Microsoft Word is no more a word processor just for creating simple commercial letters. It is able to be used to produce more complicated documents for a company to meet their daily business needs.
3. This course is suitable for existing Word users who want to explore advanced functionality within Word in a short period of time. After taking above course, you will find it easy to create, review and edit your documents of all kinds.

What will you learn?

INTRODUCING MICROSOFT WORD

~ Exploring the New Interface

- Ribbon
- Quick Access Toolbar
- Word Keys
- Status Bar

~ Using Keyboard Shortcut

EDITING A DOCUMENT

~ Moving Through a Document

~ Various Ways of Selecting Text using Mouse and Keyboard Shortcut

CHARACTER FORMATTING

~ Types of Character Formatting

~ Various Ways of Character Formatting

- Font Dialog Box
- Keyboard Shortcut
- Format Painter

FIND AND REPLACE

~ Finding Text

~ Finding and Replacing Text

ASSEMBLING DOCUMENTS WITH MAIL MERGE

~ Setting Up the Main Document

~ Connecting a Document to a Data Source

~ Refining the List of Recipients

~ Adding Mail Merge Fields to the Main Document

~ Previewing the Merge

~ Completing the Merge and Printing the Documents

PRINTING DOCUMENTS

~ Previewing a Document

~ Printing All Pages of the Document without Any Selection

~ Printing All or Part of a Single Document

PREPARING LONG DOCUMENTS

~ Styles

- Type of Styles
- Working with Styles
- Working with Quick Style Gallery
- Adding Numbers to Headings

~ Table of Contents

PARAGRAPH FORMATTING

- ~ Alignment
- ~ Indents
- ~ Bulleted Lists and Numbered Lists
- ~ Line Spacing and Paragraph Spacing
- ~ Tab Stops

PAGE FORMATTING

- ~ Page Margins
- ~ Page Numbers
- ~ Headers and Footers

TABLE

- ~ Creating Table
- ~ Moving Around in a Table by Using the Keyboard
- ~ Resizing All or Part of a Table
- ~ Merging Cells
- ~ Splitting a Cell into Multiple Cells
- ~ Formatting Table

- ~ Page Breaks and Section Breaks
- ~ Different Header and Footer within a single document
- ~ Cross-References and Fields

COLLABORATING WITH OTHERS

- ~ Adding or Changing the Name Used in Track Changes and Comments
- ~ Working with Comments
- ~ Tracking and Managing Changes
- ~ Protecting Your Documents

Workshop Exercise

- ~ Creating and formatting a single page document or letter
- ~ Creating and formatting a long document, i.e such as Training Manual
- ~ Preparing and sending invitation, notice or letter in bulk using Mail Merge
- ~ Sharing, commenting and tracking changes on a same document by a group of team members

What will you receive?

Each participant will get a Microsoft Word Executive handout with exercises.

Pusat Latihan Komputer Cempaka

~Your HRDC Premiere Training Provider~

Call Cemtech now at 03-80684461 or 06-2835955 to reserve a seat(s) for the above course!

All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Registration online, please [click here](#).

Newsletter generated by,

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