

MS OFFICE WORD (EXPERT)

OVERVIEW

In this course, students create complex documents in Microsoft® Office Word 2007 documents and build personalized efficiency tools in Microsoft® Office Word 2007. (Second Edition)

In this course, student will learn how to use Word create, manage, revise, and distribute long documents, forms.

COURSE CONTENTS

- Creating Customized Graphic Elements
- Inserting Content Using Quick Parts
- Controlling Text Flow
- Using Templates to Automate Tasks
- Using Microsoft Office Word 2007 with Other Programs
- Collaborating on Documents
- Managing Document Versions
- Adding Reference Marks and Notes
- Making Long Documents Easier to Use
- Securing a Document

RESOURCE PERSON

Fidelia Dolores Dato Balanjiu obtained her degree in Computing and Software Engineering from Oxford Brookes University, UK. She is also a certified Office Use Specialist (MOUS) and MOS (Powerpoint 2010). Fidelia has vast experience in teaching computer software having also worked as a Master Trainer with the Malaysian Ministry of Education in training teachers on using IT in classroom teaching

Duration
2 days

SSTC Member
RM 583.00

Non SSTC
Member
RM 636.00

SME
Training Grant
RM 190.80

*all rates are inclusive
of 6% GST

For more information or registration, contact:

Sabah Skills & Technology Centre

No. 8, Jalan 1C, KKIP Selatan, Industrial Zone 1 (IZ1), KKIP, 88460, Kota Kinabalu, Sabah

Tel: 088-496613/4 (Ms. Jennifer/ Ms. Shariffah) Fax: 088-499615,

Email: jennifer@sstc.org.my , shariffah@sstc.org.my

VISIT OUR WEBSITE at: <http://sstc.org.my>

