

MICROSOFT OFFICE 2010/2013

Advance Level



What you will learn

Powerpoint

- Custom presentation options
- Graphic and multimedia content
- Customizing SmartArt graphics and tables
- Action buttons and custom slide shows
- Distributing a presentation
- Integrating Microsoft Office files
- Finishing a Presentation
- Advanced Topics
- Creating Masters

Excel

- Working with Multiple Workbooks
- Importing and Exporting Data
- Collaborating with Others
- Streamlining Workflow
- Using Excel with the Web
- Structuring Workbooks with XML
- Auditing Worksheets
- Analyzing Data

Word

- Using Microsoft Office Word 2010 with Other Programs
- Collaborating on Document
- Managing Document Versions
- Adding Reference Marks and Notes
- Simplifying the Use of Long Documents
- Securing a Document
- Creating Forms

FEES	Pax	Before/On Early Bird	After Early Bird
	1	RM550	RM650

Subject to 6% GST



Date	Venue	Early Bird
22-23 rd Oct 2018	Training Centre: Plaza Pantai, KL 9-5pm	12 th Oct 2018

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