

# Microsoft Office 2010/2013

## Beginner to Intermediate

### ComSystem Solutions Sdn Bhd

Microsoft Office training course can help you to get the most out of this powerful suite of applications. Microsoft Office is full of tools and features designed to improve office productivity. From Microsoft Word training and Microsoft Excel training and Microsoft PowerPoint, learning how to use these applications effectively often means spending hours of trial and error. Microsoft Office courses, whether computer based or instructor led, offer a systematic approach to learning that can help you to become proficient in Microsoft's flagship office product without wasting precious time experimenting.

Date	Venue	Early Bird
18-19 <sup>th</sup> Oct 2018	Plaza Pantai, KL 9-5pm	12 <sup>th</sup> January 2018

**BUY 2 GET 1 FREE**

FEES	Pax	Before/On	After
	1	RM500	RM650

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# TRAINING CONTENTS

## Ms PowerPoint

- Getting Started with PowerPoint
- Creating a Presentation
- Formatting Text on Slides
- Adding Graphical Objects to a Presentation
- Modifying Objects
- Adding Tables to a Presentation
- Inserting Charts in a Presentation
- Preparing to Deliver a Presentation
- Customizing a Slide Show Presentation
- Customizing a Design Template
- Adding Diagrams to a Presentation
- Adding Special Effects to Presentations
- Customizing the PowerPoint Environment

## MS Excel

- Exploring the Excel Environment
- Working with an Excel Worksheet
- Modifying a Worksheet
- Performing Calculations
- Formatting a Worksheet
- Developing a Workbook
- Customizing Layout
- Printing Workbook Contents

## MS Word

- Creating a Basic Document
- Editing a Document
- Formatting Text
- Proofing a Document
- Adding Tables
- Inserting Graphic Objects
- Controlling Page Appearance
- Formatting Paragraphs

## The TRAINER MORGAN

Morgan holds a Degree in IT & Tech Management from UTM, he has 12 years working experience as a trainer in the field of Information Technology

As a qualified professional educator, he has personally designed and delivered many specialized training courses including the validation and management of over 10 other trainers, operating nationwide in Malaysia.

Morgan is also a well sought after consultant and works on several key IT projects each year, with leading brands in the region.

The clients he has worked with are Maxis, Petronas, KASTAM, IMMIGRESEN, Chung Hwa Tube, CSR Sugar Refinery, POLIS DIRAJA MALAYSIA, DBKL, MINDEF, MANULIFE, British American Tobacco, Prudential, ING, MayBank, Genting Sanyen, Panasonic, JVC, and many more