

# MS Word 2010 /2013 (Advanced)

Word 2010



1 – day Hands on Based: ORGANISED BY COMSYSTEM SOLUTIONS SDN BHD

Date	Venue	Early Bird
29 <sup>th</sup> June 2018	Training Plaza: Plaza Pantai, KL (Bangsar Trade Centre)	19 <sup>th</sup> June 2018
4 <sup>th</sup> Sept 2018		24 <sup>th</sup> August 2018
26 <sup>th</sup> Nov 2018		16 <sup>th</sup> Nov 2018

## Introduction

Once you have mastered the basics of Word 2010/2013, the next step is to improve your proficiency. In this course, you will customize and automate the way Word 2007/2010 works for you. You will improve the quality of your work by enhancing your documents with customized elements. You will create complex documents and build personalized efficiency tools using Word 2010/2013

Fee/ Pax	Before As Above	After As Above
1	RM400	RM500

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PEMBANGUNAN SUMBER MANUSIA BERHAD

# Course Contents

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## TOPIC 1:COLLABORATING ON DOCUMENTS

- Modify User Information
- Share a Document
- Compare Document Changes
- Review a Document
- Merge Document Changes
- Review Tracked Changes
- Coauthor Documents

## TOPIC 2:ADDING REFERENCE MARKS AND NOTES

- Add Captions
- Add Cross-References
- Add Bookmarks
- Add Hyperlinks
- Insert Footnotes and Endnotes
- Add Citations and a Bibliography

## TOPIC 3:SIMPLIFYING AND MANAGING LONG DOCUMENTS

- Insert Blank and Cover Pages
- Insert an Index
- Insert a Table of Contents
- Insert an Ancillary Table
- Manage Outlines
- Create a Master Document

## TOPIC 4:SECURING A DOCUMENT

- Suppress Information
- Set Formatting and Editing Restrictions
- Add a Digital Signature to a Document
- Restrict Document Access

## TOPIC 5:FORMS

- Create Forms
- Manipulate Forms

### The EXPERT

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. He has conducted various trainings. His key expertise is:

- Conducting IT Training in the area of Basic Networking, PC Repairing, PC Troubleshooting & Microsoft Office Training
- Conducting research on the latest development and requirement for training based on customer request
- Developing & Maintaining a sound marketing strategy
- Ensure KPI and Customer Satisfaction are meet

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.

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training that gives you more than your investment !!