



MS WORD 2010/2013

BEGINNER - INTERMEDIATE

WHEN & WHERE

Date	Venue	Early Bird
27-28 th Feb 2018	PLAZA PANTAI, KL 9-5PM	17 th Feb 2018
3-4 th May 2018		24 th Apr 2018

FEES	Pax	Before/On Early Bird	After Early Bird
	1	RM400	RM600

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OR Register 1 & 2nd person
gets 20% discount

OUTLINE

OBJECTIVE :

After successful course completion, students will:

- Getting started with word
- Editing a document
- Formatting text paragraphs
- Inserting graphic objects
- Controlling page appearance
- Proofing a document
- Customizing a word environment
- Work with tables and charts.
- Customize formats using styles and themes.
- Use images in a document.
- Create custom graphic elements.
- Insert content using Quick Parts.
- Use templates.
- Use mail merge.

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PEMBANGUNAN SUMBER MANUSIA BERHAD



Outline

GETTING STARTED WITH WORD

- Identify the Components of the Word Interface
- Create a Word Document Help

EDITING A DOCUMENT

- Navigate and Select Text Modify Text Find and Replace Text

FORMATTING TEXT AND PARAGRAPHS

- Apply Character Formatting Align Text Using Tabs
- Display Text as List Items Control Paragraph Layout
- Apply Borders and Shading Apply Styles Manage Formatting

INSERTING GRAPHIC OBJECTS

- Insert Symbols and Special Characters Add Images to a Document

CONTROLLING PAGE APPEARANCE

- Apply a Page Border and Color Add a Watermark
- Add Headers and Footers Control Page Layout

PROOFING A DOCUMENT

- Check Spelling and Grammar Other Proofing Tools

CUSTOMIZING THE WORD ENVIRONMENT

- Customize the Word Interface Additional Save Options

WORKING WITH TABLES AND CHARTS

- Insert a Table Modify a Table Format a Table
- Convert Text to a Table
- Sort Table Data
- Control Cell Layout
- Perform Calculations in a Table
- Create a Chart

CUSTOMIZING FORMATS USING STYLES AND THEMES

- Sort a List Renumber a List Customize a List
- Create and Modify Text Styles
- Create Custom List or Table Styles
- Apply Document Themes

USING IMAGES IN A DOCUMENT

- Resize an Image
- Adjust Image Appearance
- Integrate Pictures and Text
- Insert and Format Screenshots
- Insert Video

CREATING CUSTOM GRAPHIC ELEMENTS

- Create Text Boxes and Pull Quotes
- Draw Shapes
- Add WordArt and Other Text Effects
- Create Complex Illustrations with SmartArt

INSERTING CONTENT USING QUICK PARTS

- Insert Building Blocks
- Create and Modify Building Blocks
- Insert Fields Using Quick Parts

CONTROLLING TEXT FLOW

- Control Paragraph Flow
- Insert Section Breaks
- Insert Columns
- Link Text Boxes to Control Text Flow

USING TEMPLATES

- Create a Document Using a Template
- Create a Template

USING MAIL MERGE

- The Mail Merge Features
- Merge Envelopes and Labels
- Create a Data Source Using Word