

▼ Date . Time . Fee ▼

07
November 2020
9am to 1pm (MYT)

Discounts
• 25% for UTAR Confirmed Staff
• 10% UTAR/TAR UC Alumni
• 10% for organisations that send three or more participants
Each participant is entitled to one discount only



Local: RM 130
(Public)

RM 90
(UTAR Student)

International: USD 35

Fees are inclusive of 6% service tax



Register Online Here ▲

Virtual Microsoft Word Course



★ OBJECTIVES

To equip participants with sufficient knowledge in applying the various built-in functions and features of Microsoft Word. This course will cover basic text editing and formatting, page layout settings as well as some basic automation.

★ CONTENTS

Topic 1: Basic Microsoft Words

- Write and edit
- Formatting
- Images and table
- Page layout
- Line spacing and paragraph
- Styles
- Applying themes
- Grammar and check spelling
- Find and replace

Topic 2: Page Layouts

- Page margins
- Multicolumns
- Page Break
- Header, footer and endnote
- Page number
- Insert table of contents

Topic 3: Insert Tables and Pictures

- Insert tables, shapes, pictures and icons
- Insert WordArt
- Wrap text around a picture

Topic 4: Collaborate

- Share your documents
- Reviewing Microsoft Words documents
- Insert or delete a comment
- Track and review changes

Topic 5: Basic Automation

- Formulas
- Mail merge

★ TARGET AUDIENCE

Anyone who wants to generate and manipulate long reports and documents.

★ TRAINER

e-Cert awarded by Universiti Tunku Abdul Rahman

Mr Chew Chun Yong is a lecturer in the Department of Mathematical and Actuarial Sciences, Lee Kong Chian Faculty of Engineering and Science at Universiti Tunku Abdul Rahman (UTAR). Prior to joining UTAR, he worked in the actuarial industry for 3 years and has been using Microsoft Excel to develop actuarial models.

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