

VISION

- To become a globally recognised advanced skills training centre.

MISSION

- To produce skills, competent and qualified manpower required by industry.

OBJECTIVE

- To create a basic Word document beginner edits and formatting.

TRAINING METHODOLOGY

- Lecture, hands-on, open discussions, video presentation, practical demonstration.

TIME : ALL CLASSES WILL START AT 9.00 AM TO 5.00 PM

COURSE FEE: **RM318.00** (Including 6% SST)

COURSE CONTENT

- Creating, editing, saving and printing text documents
- Font and paragraph formatting
- Simple character formatting
- Inserting tables, smart art, page breaks
- Using lists and styles
- Working with images
- Using Spelling and Grammar check
- Understanding document properties
- Mail Merge

WHO SHOULD ATTEND

Executives, clerical and other administrative staff.

