

Up Coming Course

RM350

Time: 9am - 5pm

Duration: 14 Hours

# Microsoft Word II

## Why and for who?

Microsoft Word is no more a word processor just for creating simple commercial letters. It is able to be used to produce more complicated documents for a company to meet their daily business needs.

This course is suitable for existing Word users who want to explore advanced functionality within Word in a short period of time. After taking above course, you will find it easy to create, review and edit your documents of all kinds.

## What will you learn?

- ✓ Consistent formatting styles
- ✓ Having different header and footer within one document
- ✓ Table of content and Index
- ✓ Footnote and Endnote
- ✓ Bookmark and Cross-Reference
- ✓ Using Column breaks & Section breaks
- ✓ OLE – Integration with other office application i.e. Excel, PowerPoint
- ✓ Mail Merge
- ✓ Entering Chinese Characters
- ✓ Custom templates
- ✓ Graphic objects and charts
- ✓ Printed / Online form
- ✓ Sharing documents with others
- ✓ Using Macros to automate a task

## Training Exercise

- ⇒ Formatting a long document, i.e such as Training Manual  
Adding Different Headers, Table of Contents, Heading Formatting, ...
- ⇒ Mailing Letters and Sending Faxes in Bulk with Mail Merge
- ⇒ Company Circular with Text, Graphic and Chinese Characters
- ⇒ Articles in a Newsletter
- ⇒ Company Job Application form/ Leave Application form .....

## What will you receive?

Each participant will get a Microsoft Word Level II handout with exercises.



Pusat Latihan Komputer Cempaka  
~ Your HRDC Premiere Training Provider ~

Call Cemtech now at 06-2835955 (for Melaka Customers) or 03-80684461 (for Klang Valley Customers) or email us at [cemtech@po.jarng.my](mailto:cemtech@po.jarng.my) to reserve a seat(s) for the above course!  
All course fees are 100% claimable from PSMB-HRDF!

Any inquiry please [click here](#). Course registration, please [click here](#).

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