



Objectives

Learn how to use the many advanced features of Microsoft Word 2010. Work with large documents, use styles for quick formatting, insert references, use mail merge, and create hyperlinks within documents. Discover how to publish your work to blogs and how to save text in PDF, XML, and HTML formats. Enhance your documents with the more sophisticated features of Word 2010

Prerequisites

Students are required to have basic computer knowledge for taking up this course. Ability to handle Windows operating system is a must. Students must have attended basic level word 2010 and must be familiar with its functions.

Course Contents

- ❖ **Working with Large Documents**
 - Header & footers, navigating within a document, footnotes & endnotes
 - Reference ribbon, heading style & table of contents.
- ❖ **Editing a Documents**
 - Enhancing a Document, Previewing and Printing a Document
 - Copying & Deleting Text & Spell Check, Using AutoCorrect & Thesaurus
- ❖ **Formatting a Document**
 - Formatting a Document & Applying Bullets and Numbers
 - Page Formatting, Line Spacing, Inserting Page Number & Page Break
 - Inserting Headers and Footers & Setting Page Layouts
- ❖ **Working with Tables & Mathematical Calculations**
 - Creating & Formatting a Table & Entering Text into a Table
- ❖ **Using Templates and Wizards**
 - Using Document Templates & Using Document Wizards
- ❖ **Mail Merge**
 - Merge Concepts, Creating form letters, form envelopes,

Course Duration

Full-Time : 2 days/ 10 Hours (9:00 am - 5:00 pm)
Award : Certificate from USM (Universiti Sains Malaysia)

