



Course Code: **M341**

Word Essential Training

Funding Available: HRDF

COURSE INFORMATION

Sessions 1 day	Duration 7.5 hrs	Level —	Assessment NA
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VENUE

Kuala Lumpur: G-3A-02, Suite Pejabat Korporat, KL Gateway, No 2, Jalan kerinchi, Gerbang kernichi Lestari, 59200 Kuala Lumpur, Malaysia

Penang: Jalan Sungai Dua, 11700 Penang, Malaysia.

WHAT'S THIS COURSE ABOUT

Topic 1. Getting Started with Word

Create a new document

Work with text

Format with text

Work with paragraph

Topic 2. Formating Pages

Create page layout

Use headers and footers

Page numbering

Create list

Create table

Add image

Topic 3. Proof Document

Set proofing and autocorrect option

Use the Resume Assistant

Tracking changes

Add Comment

Topic 4. Sharing and Collaborate

Add password protection

Collaborate document in the cloud

Print document as pdf

COURSE FEE

Full Fee RM 1,000.00

CERTIFICATION

- **Certificate of Completion from Tertiary Courses** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Courses.

REGISTRATION

<https://www.tertiarycourses.com.my/word-essential-training.html>



SCAN TO REGISTER

SUPPORT

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