UNITED VISION ACADEMY

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<u>**1 Day Workshop**</u>

Microsoft Word

COURSE DESCRIPTION
Overview

Experience learning made easy—and quickly teach yourself how to format, publish, and share your content using Word. With Step by Step, you set the pace—building and practicing the skills you need.

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Learning Outcomes
At the end of the workshop, participants will be able to:

* Work with Word on your PC or touch-enabled device
* Master the core tools for designing and editing documents
* Manage page layout, style, and navigation
* Use tables and charts to organize information
* Insert pictures, graphics, and video
* Use collaboration and review features

Who Should Attend
* Administration Executives
* Payroll Executives
* Sales and Marketing Executives
* General Clerks
* New entrepreneurs
* Interested parties with or without computer knowledge.

WORKSHOP SYNOPSIS

Chapter 1: Word basics
Chapter 2: Create and manage documents
Chapter 3: Enter and edit text
Chapter 4: Modify the structure and appearance of text
Chapter 5: Organize information in columns and tables
Chapter 6: Add simple graphic elements
Chapter 7: Insert and modify diagrams
Chapter 8: Insert and modify charts

Recommended
 TEACHER-STUDENT RATIO is 1:10

Course Fee Structure
Workshop fees   :   RM388.00

Course Schedules Dates:	**Workshop Time**
- Weekday (Monday – Friday)	**9.00am to 05.00pm**

- Fees subject to change without prior notice, and fee is excluded foods and beverages
- Conducting weekly from 9.00am to 12.00noon, and 2.00pm to 5.00pm
- Special group requests (in house or at Client's location) can be arranged
- Attendance Certificate will be issued upon completion of workshop

For inquiries, please contact us at: +607-5578816 / +607-5576066

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