



## SINOPSIS

Memberi penekanan untuk menyediakan dokumen seperti kertas kerja, laporan, folio, surat, memo, *resume*, minit mesyuarat, agenda mesyuarat, planners, rekabentuk untuk: *letterheads, form, things to do, check list, flyers, calendar* dan lain-lain lagi.

Penyediaan *Header dan Footer, Table, Table Of Contents, Mailing, Footnote, Bibliography, Table Of Figure, Buliding Block Organizer* dan lain-lain templete yang disediakan.

## TEMPOH KURSUS

1 Hari, 2 Hari mengikut keperluan peserta dan organisasi

## OBJEKTIF

- Di akhir kursus ini para peserta akan dapat memahami:
- Untuk memberi kefahaman dan kemahiran mengenai Microsoft Word dengan kaedah yang lebih muda dan cepat.
  - Meningkatkan pengetahuan dan kemahiran dalam penggunaan Microsoft Word dengan versi yang terkini.
  - Memberi peluang kepada staf untuk menjadi lebih kreatif dalam mengendalikan Microsoft Word.
  - Mengenalpasti masalah yang dihadapi dalam penggunaan Microsoft Word.

## KUMPULAN SASAR

- Pegawai IT
- Pengurus Korporat
- Pegawai Sokongan IT
- Pekerja Persendirian
- Pegawai Kewangan

### ADAKAH ANDA KESUNTUKAN MASA UNTUK MENYEDIAKAN LAPORAN ?

- Terlalu banyak laporan, tapi terlalu sedikit masa?
- Buang masa terlalu lama untuk menentukan isi kandungan laporan dan kertas kerja pada mukasurat mana?
- Kaedah menetapkan Heading 1 atau Heading 2 atau Heading 3 dan seterusnya untuk mengeluarkan Isi Kandungan atau *Table Of Contents* secara automatik.
- Download atau muat turun dokumen laporan melalui kaedah Templete yang disediakan oleh Microsoft Word dengan pelbagai format yang sedia untuk digunakan tanpa membuang masa untuk merekabentuk laporan.

### KESUKARAN UNTUK MENYEDIAKAN TABLES OF CONTENTS?

### ANALISIS DATA MENGGUNAKAN MICROSOFT WORD

### HEADER DAN FOOTER BERULANG DISETIAP MUKASURAT?

- Masukkan Templete *Header* dan *Footer* yang sedia ada tanpa membuang masa untuk rekebentuk format yang menarik dan pelbagai templete tanpa salin pada setiap mukasurat.

### MENGHASILKAN FORMAT SURAT YANG SAMA DENGAN REKOD DATA ALAMAT YANG BERIBU?

- Terlalu banyak data, tidak tahu di mana hendak bermula?
- Memperkenalkan kaedah MAILLING untuk mencetak format surat yang sama tetapi melibatkan senarai data yang besar seperti senarai alamat pelanggan, senarai kutipan hutang yuran pelajar, senarai hutang pelanggan, senarai jemputan tetamu, yang sama tetapi nama peserta yang berbeza.



## HUBUNGI KAMI

UNIT LATIHAN, BAHAGIAN DASAR DAN PENTADBIRAN  
PUSAT PERKHIDMATAN PENGETAHUAN DAN KOMUNIKASI  
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# COURSE OUTLINE ( BASIC & INTERMEDIATE )

## Module 1: Explore Word

This module explains how to work with documents, including how to create, save, open, and close them.

### Lessons

- 1) Working in the user interface
- 2) Creating, Entering Text in, and Saving Documents
- 3) Opening, Moving Around in, and Closing Documents
- 4) Viewing Documents in Different Ways

### Exercise : Module 1

After completing this module, students will be able to:

- 1) Give commands, and open and close documents.
- 2) Create and save documents.
- 3) Move around in documents.
- 4) Look at documents in different ways

## Module 2: Edit and Proofread Text

This module explains how to make a document say exactly what you want it to say and how to check it for spelling and grammatical errors.

### Lessons

- 1) Making Text Changes
- 2) Finding and Replacing Text
- 3) Fine-Tuning Text
- 4) Correcting Spelling and Grammatical Errors
- 5) Inserting Saved Text

### Exercise : Module 2

After completing this module, students will be able to:

- 1) Make changes to the text of a document
- 2) Find and replace words and phrases.
- 3) Find the right word to use and translate a word.
- 4) Use the Word spelling and grammar tools.
- 5) Create custom building blocks from selected text and paragraphs.

## Module 3: Change the Look of Text

This module explains how to apply Quick Styles to text and paragraphs, work with document themes, manually change the look of characters and paragraphs, and create and modify lists.

### Lessons

- 1) Quickly Formatting Text
- 2) Changing a Document's Theme
- 3) Manually Changing the Look of Characters
- 4) Manually Changing the Look of Paragraphs
- 5) Format text, and clear text formatting
- 6) Change alignment, indentation, and spacing; and add borders and shading
- 7) Create and modify bulleted and numbered lists
- 8) Creating and Modifying Lists

### Exercise : Module 3

After completing this module, students will be able to:

- 1) Use ready-made Quick Styles.
- 2) Work with themes and theme elements.
- 3) Make characters and paragraphs look exactly as required.
- 4) Work with different types of lists.

## Module 4: Organize Information in Columns and Tables

This module explains how to divide documents into columns; use tab stops; and create, convert, and format tables.

### Lessons

- 1) Presenting Information in Columns
- 2) Creating Tabbed Lists
- 3) Creating Tabbed Lists
- 4) Format table structure and content
- 5) Presenting Information in Tables
- 6) Create, convert, and format tables
- 7) Formatting Tables

### Exercise : Module 4

After completing this module, students will be able to:

- 1) Flow text in multiple columns.
- 2) Use tabs to simulate tables.
- 3) Create tables and enter and format table information.
- 4) Create a table by converting a tabbed list.

## COURSE OUTLINE ( BASIC & INTERMEDIATE )

### Module 5: Add Simple Graphic Elements

This module explains how to illustrate a document with pictures, how to dress up the page background, how to work with ready-made building blocks, and how enhance text with WordArt.

#### Lessons

- 1) Inserting and Modifying Pictures
- 2) Changing a Document's Background
- 3) Inserting Building Blocks
- 4) Adding WordArt Text

#### Exercise : Module 5

After completing this module, students will be able to:

- 1) Use pictures to add visual interest.
- 2) Change the page background throughout a document.
- 3) Work with read-made building blocks.
- 4) Use WordArt to dress up text.

### Module 6: Preview, Print, and Distribute Documents

This module explains how to preview a document and control its layout, how to print a document, and how to ensure that a document contains no inappropriate information before marking it as final.

#### Lessons

- 1) Previewing and Adjusting Page Layout
- 2) Controlling What Appears on Each Page
- 3) Printing Documents
- 4) Preparing Documents for Electronic Distribution
- 5) Preview and adjust a document's layout
- 6) Insert and adjust page and section breaks
- 7) Finalize a document

#### Exercise : Module 6

After completing this module, students will be able to:

- 1) Check a document's layout on the Print page of the Backstage view.
- 2) Modify page layout.
- 3) Print with default or custom settings.
- 4) Finalize a document before distributing it.

#### Final Exercise :

Preparing Working Paper, Report, Minute Of Meeting and Letter

## COURSE OUTLINE ( ADVANCED )

### COURSE OBJECTIVE

- Our Advanced course will teach participants how to insert and customize all sorts of exciting Word objects, including pictures, Clip Art, screenshots, shapes, text boxes, watermarks, Building Blocks, Quick Parts, SmartArt, tables, charts, and equations.
- Highlights of the course include a discussion of the new Background Removal tool, an overview of new artistic effects for pictures, information on the new cropping tools, steps to create a custom watermark, and complete coverage of the contextual tabs for each object.

### PREREQUISITES

- This course presumes that the user has a basic knowledge of Windows, including concepts such as using the mouse and keyboard. It also presumes that the user has completed the Intermediate level of this course (or has equivalent knowledge) and is familiar with concepts such as saving files in various formats, using templates, working with sections, and performing basic and advanced text formatting.

# COURSE OUTLINE ( ADVANCED )

## Lesson 1: Advanced Formatting

### Lessons

- 1-1 Create and Apply Styles for Texts, Lists, and Text Boxes
- 1-2 Modify Custom Styles for Texts and Lists
- 1-3 Create Custom Styles for Tables
- 1-4 Control Line and Page Breaks
- 1-5 Control Word and Section Breaks
- 1-6 Resize and Scale Graphics
- 1-7 Wrap Text with Graphics
- 1-8 Rotate, Crop, and Format Graphics
- 1-9 Control Color, Contrast, and Brightness
- 1-10 Insert and Modify Objects
- 1-11 Sort Information in Lists
- 1-12 Sort Information in Tables
- 1-13 Perform Calculations in Tables
- 1-14 Split and Merge Cells
- 1-15 Modify Text Position and Direction
- 1-16 Insert and Modify Fields
- 1-17 Insert Bookmarks
- 1-18 Insert name and Address Block
- 1-17 Create Envelopes from Lists

## Lesson 2: Advanced Document Formatting

### Lessons

- 2-1 Create and Modify Forms
- 2-2 Create and Publish a Blog Post
- 2-3 Add and Modify Background Colors and Fill Effects
- 2-4 Add Watermarks to Documents
- 2-5 Add Page Borders
- 2-6 Apply and Modify Themes
- 2-7 Insert Building Blocks
- 2-8 Create Building Blocks and Modify Their Properties
- 2-9 Save a Document As a Template
- 2-10 Insert Captions and Format Caption Numbering
- 2-11 Create and Modify a Table of Contents
- 2-12 Create and Modify a Table of Figures
- 2-13 Create and Modify a Table of Authorities
- 2-14 Create and Modify an Index
- 2-15 Use the Navigation Pane
- 2-16 Use Master and Subdocuments

## Lesson 3: Advanced Collaboration

### Lessons

- 3-1 Customize Word Options
- 3-2 Customize Track Changes
- 3-3 Show and Hide Reviewers
- 3-4 Modify Insertions and Deletions
- 3-5 Track Formatting and Content Changes
- 3-6 Insert Date and Time Stamps in the Header or Footer
- 3-7 Set Formatting and Editing Restrictions
- 3-8 Add Users Excepted from Restrictions
- 3-9 Apply a Password to a Document
- 3-10 Manage Versions of a Document
- 3-11 Mark a Document as Final
- 3-12 Save Documents as Previous Versions
- 3-13 Use the Document Inspector to Reveal and Remove Hidden Data
- 3-14 Use a Digital Signature to Authenticate a Document

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