**MICROSOFT WORD 2010**
*(Fundamental - Intermediate)*

**Course Description**
This course covers the WORD basic skills. Participants will explore Word 2010, working with the Office Assistant, use basic document skills and text editing, check spelling and grammar, document views and printing. This course also covers formatting of documents. Tasks include character, paragraph, and document formatting, setting tabs, indenting paragraphs and using numbers and bullets.

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Module 9 - Inserting Symbols and Special Characters
- Inserting Symbols
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Module 11 - Setting Tabs
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- Working with Tabs from the Ruler
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Lesson 12 - Table Basics
- Creating a Table
- Navigating and Selecting within a Table
- Merging and Splitting Table Cells
- Splitting Cells
- Adding and Deleting Rows and Columns
- Adjusting Column and Row Sizes
- Formatting Tables
- Working with Custom Table Styles
- Adding Borders and Shading
- Calculations within Tables
- Formula Examples
- Inserting Formulas
- Recalculating Formulas

Module 13 - Mail Merge
- Working with Mail Merge

Module 14 - Printing
- Printing a Document
- Quick Print
Performance-based Objectives

At the end of the course, students will be able to:

- Work with the Office Assistant, use basic document skills and text editing, check spelling and grammar, document views and printing
- Learn how to insert symbols, work with AutoFormat, table and columns, edit tables and apply borders and shading
- Learn how to insert graphics and work with drawing objects

Course Pre-requisites

This course is intended for people who wish to improve their knowledge and skills in the use of the software.

For further enquiries, please contact:

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FMM Institute
Tel: 03-62867200
Fax: 03-62776712
Visit us at www.fmm.edu.my

Administrative Details

Programme Title: **Microsoft Word 2010 (Fundamental - Intermediate)**

Date : **September 10 - 11; November 13 - 14**

Time : 9.00 am – 5.00 pm

Venue : Suite 37-8,
         The Boulevard, Midvalley City
         Lingkaran Syed Putra
         59200 Kuala Lumpur

Fees : FMM Members – RM 300      Non Members – RM 350

*(Fees include course materials, Certificate of Attendance and refreshments. Lunch is not provided.)*

Registration is on a first-come first-served basis. Cheques made in favour of the “FMM Institute” should be forwarded one week before the commencement of the programme. Completed registration form, that is faxed, mailed or e-mailed to FMM Institute, would be deemed as confirmed.

*All cancellations must be made in writing. There will be no charge for cancellation received 14 or more working days before the start of the programme. Cancellation received 7 – 13 working days before the start of the programme is subject to a cancellation fee of 50% of the course fees. Cancellation received 6 working days and below before the start of the programme is subject to a cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.*

The FMM Institute reserves the right to change the facilitator, reschedule or cancel the programmes and all efforts will be taken to inform participants of the changes. Should the event be cancelled or postponed, FMM Institute is not responsible for covering airfare, hotel or other travel costs incurred by the participants.
Dear Madam,

Please register the following participant(s) for the above programme.
(To be completed in BLOCK LETTERS)

1) Name     Designation     E-mail
______________________________________________________________________________________________________________

Nationality     IC No.

2) Name     Designation     E-mail
______________________________________________________________________________________________________________

Nationality     IC No.

3) Name     Designation     E-mail
______________________________________________________________________________________________________________

Nationality     IC No.

(If space is insufficient, please attach a separate list)

Enclosed cheque/bank draft No. ____________________ for RM ____________________ being payment for____ participant(s) made in favour of the "FMM Institute".

Submitted by:

Name     Designation     E-mail
______________________________________________________________________________________________________________

Company
______________________________________________________________________________________________________________

Address
______________________________________________________________________________________________________________

FMM Membership No.     My Corporate Identity No.
______________________________________________________________________________________________________________

Tel No.     Fax No.     Date
Panel of Trainers

Any one of below trainers will facilitate the programme.

**SHIVONNE LOUIS**

**PROFESSIONAL QUALIFICATIONS**
City and Guilds 746 & 747 Diploma in Computer Programming  
Microsoft Office Specialist – MASTER

**EXPERIENCE**
Ms Shivonne has 15 years of training specializing in Microsoft Office and Lotus Applications as well as Lotus Notes End User programs. She completed the Microsoft Office 2000 User Specialist Examination (MOUS) in 2001. She has also completed the Microsoft Office XP (2002) Specialist (MOS) Exams. Ms Shivonne has vast experience in conducting training to corporate client. With her vast experience in training, she has trained thousands of people on the use of desktop applications, Internet applications, multimedia Application and Database.

**INSTRUCTOR FOR**
- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Access
- Microsoft Outlook
- Microsoft Project
- Microsoft Publisher
- Microsoft FrontPage
- Microsoft Visio
- Lotus Smart Suite
- Lotus Notes End-User
- Adobe Dreamweaver
- Adobe Flash

**SUBASHINEE D/O SINNATHAMBY**

**PROFESSIONAL QUALIFICATIONS**
NCC Diploma in Computer Studies  
Master Certification for Microsoft Office

**EXPERIENCE**
Ms Subashinee has over 15 years of working experience in conducting IT training programs. Ms Subashinee has vast experience in conducting training to corporate client specializing in Microsoft Office, Lotus Applications, Adobe and Autocad. With her vast experience in training, she has trained thousands of people on the use of desktop applications, Internet applications, multimedia Application and Database.

**INSTRUCTOR FOR**
- Windows’95, ’98, 2000, XP, Vista
- Professional Write
- AutoCAD Release 12 & 13
- Adobe PageMaker 6.1
- Corel Draw 8
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - Microsoft Access
  - Microsoft Outlook
  - Microsoft Publisher
  - Microsoft Frontpage