

MS WORD

**WE ARE
COMMITTED
TO PROVIDE
100% QUALITY
TRAINING
TO ALL...**



TM



COURSE OVERVIEW

MS Word course will enable the students to demonstrate their ability to use word processing applications. Students will also be well-versed with basic operations associated with creating, formatting and finishing a word processing document ready for distribution. The trainee will be able to demonstrate competence in using some of the more intermediate features associated with word processing applications such as creating standard tables, using smart art table of content and images within a document.

Entry Requirement : Basic Computer Knowledge
Course Duration : 8 hrs.
Mode of Training : Face to face Instructor led Training



COURSE CONTENT

Module 1 Text formatting and saving file

Editing text: cut, copy, paste, select all,
formatting text: font size, font style
Font color, use the bold, italic, and
Underline, change the text case
Finding and replacing text
Line spacing, paragraph spacing
Shading text and paragraph
Working with tabs and indents

Module 2 Working with objects

Shapes, clipart and picture,
Word art, smart art
Add columns to a document
Change the order of objects
Page number, date & time
Inserting text boxes, inserting word art
Inserting symbols, inserting chart

Module 3 Header & footers

Inserting header & footer
Customising header and footer
Inserting objects in the header and footer
Add section break to a document
Inserting page numbers

Module 4 Working with bullets & numbering

Multilevel numbering and bulleting
Creating list
Customizing list style
Shading paragraph
Bordering paragraph
Page bordering
Page background

Module 5 Tables

Working with tables
Table formatting
Table styles
Alignment option
Merge and split option

Module 6 Styles and content

Using build- in styles, modifying styles
Creating styles, creating a list style
Table of contents and references
Adding internal references
Adding a footnote
Adding endnote

Module 7 Merging documents

Typing new address list
Importing address list from excel file
Write and insert field
Merging with outlook contact
Merging with excel file
Preview result
Merging to envelopes
Merging to label
Setting rules for merges
Finish & merge options

Module 8 Sharing and maintaining document

Changing word options
Changing the proofing tools
Managing templates
Restricting document access
Using protected view
Working with templates
Managing templates
Understanding building blocks

Module 9 Proofing the document

Check spelling as you type.
Mark grammar errors as you type.
Setting autocorrect options

Module 10 Printing

Page setup, setting margins, print preview, print
Print preview, print



FUNDING AVAILABLE

SkillsFuture Credit

The Singapore Government provides SkillsFuture Credits to all Singaporeans self sponsored (above 25 years) to enhance their knowledge and skills by attending training programs in Singapore.

The Skills Development Fund (SDF)

The Skills Development Fund support is used to support workforce upgrading programmes and to provide training grants to companies when they send their employees to attend training. The SDF is administrated by the SkillsFuture Singapore Agency (SSG).

STUDENT'S TESTIMONIAL

MS Office

"I will encourage everyone to come for the Ms Office Basic course as the lessons are relevant to work. Teachers are willing to teach until I understood my work".

**Odin Marine (Singapore) Pte Ltd,
Admin Assistant**

MS Word

"Next time I want to do another computer course I will definitely consider G-Tec".

Homemaker, Singapore

C#.NET Programming

"G-TEC provides a good trainer qualified. It was a good learning experience in G-TEC for C#.net".

**Software Test Engineer
Emerson Process Management**

Java/Java EE Programming

"The Java/J2ee course material was well presented and very helpful for my work.

I really got a great amount out of it. The one to one training was excellent. It met all my expectations. I can even try my hand at getting a SCJP cert now. Thanks to GTEC! "

Sylvia Lawrence , IBM , IT Professional

Since 2008

Corporate Clients 1200+

Professionals Trained 4500+



COMPANY PROFILE

What We do:

G-TEC Computer Education Centre is an Information Technology company in the field of Software Training, Technology Resourcing and Knowledge Consulting. We provide Corporate Training, Project Training, and Customized Training, One to One trainings for professionals, individuals and students.

Who are our Customers:

We have special teaching methodologies to train people in different categories ranging from corporate clients to school level students. Over 1.5 million students are certified by G-TEC all over the world. We have the privilege of working with some of the most well-known companies in the world.

Where we are :

G-TEC Computer Education Centre is the largest computer education networks with more than 510 centers all over the world and corporate office in Singapore. We are operating in Mexico, Qatar, India, Dubai, Singapore, Kuwait, Srilanka, Iran, Malaysia, Saudi Arabia, Bahrain and Ghana.

Our Goal and Focus :

Our aim is to make IT education affordable to all sections of society through various projects associating with government's quasigovernment public and private company to reach each corner. Our ultimate goal is to achieve cent percentage computer literacy. We are committed to provide 100% quality training to all; our focus is to provide Quality Education World Wide.

OUR POPULAR COURSES

Office Skills

MS Excel
Excel Advanced
MS Powerpoint
MS Access

Programming

Java - Java EE
.NET (C# & Asp)
C++
Python

Multimedia

Interior Design
Autocad
Web designing
Digital Architect

OUR SERVICE OFFERING

- ▶ Software Training
- ▶ Onsite Training
- ▶ Customised Corporate Training
- ▶ Knowledge Consulting
- ▶ Online Training
- ▶ Project Training

OUR LOCATION



Nearest MRT

Dhoby Ghaut-Exit A
Little India-Exit A
Bencoolen-Exit B

Bus Services

64, 65, 131, 139, 147,
166, 857

Nearest Bus Stop

Peace Centre: 07011

G-TEC COMPUTER EDUCATION CENTRE

"Registered with Committee for Private Education (CPE) is part of SkillsFuture Singapore (SSG)"

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