



School of Information Technology

Create Professional Business Documentations

Course Synopsys

AIM

This module covers the essential and powerful functions and features of Microsoft Word. Students will learn how to use a variety of intermediate and advanced features to create and edit professional-looking documents for a variety of purposes and situations.

Objectives

Upon successful completion of this course, the participants will be able to:

- Use different techniques in designing document
- Apply working knowledge of formatting techniques and presentation styles
- Create professional-looking documents

- Course Duration** : 1 day (7 Hours)
- Course Fee** : SGD310.30 per person (including GST 7%)
- Date/Time** : 30 November 2016 - 9 AM to 5 PM
- Venue** : Room L438, Block L (Level 4), School of IT,
Nanyang Polytechnic
180 Ang Mo Kio Ave 8
Singapore 569830
- Location Map
&
How to get there** : [NYP - School of Information Technology](#)
Please refer to Annex 1.
- Other Logistics** :
- Course notes and folders will be provided
- Certificate of participation will be provided for participants who have attended 75% of the course
- Two refreshment breaks per day will be provided

Training Topics and Schedule

From	To	Topic
9:00	10:30	Welcome and Course Preview Word Documentation Operations <ul style="list-style-type: none"> • Create & manage documents • Format documents • Work with graphics • Enhance page of documents using borders, watermarks etc
10:30	10:55	Break
11:00	12:30	Revise, Refine and Share a Document <ul style="list-style-type: none"> • Proofing a document • Apply accessibility checker • Ensure document compatibility • Modify Page Layout • Apply protection and sharing of documents • Create and manage document versions
12:30	13:25	Lunch
13:30	15:00	Create Reports and Tables <ul style="list-style-type: none"> • Use of Document Themes • Apply Quick Style to Document • Create Table of Contents • Create Source References • Create Footnotes • Create Notes, Citations, Captions, Bibliographies etc
15:00	15:25	Break
15:30	17:00	Create a Cover Letter and a Resume <ul style="list-style-type: none"> • Create a letter head <ul style="list-style-type: none"> - Use Clip Art - Graphics Resize and Re-colour etc • Create a cover letter <ul style="list-style-type: none"> - Use Building Blocks - Use AutoCorrect etc • Use template to create and customize a resume

Annex 1

Campus Map - School of Information Technology

