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** • 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** • 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** • 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** • Create a letter head - Use Clip Art - Graphics Resize and Re-colour etc • Create a cover letter - Use Building Blocks • - Use AutoCorrect etc • Use template to create and customize a resume

Annex 1

Campus Map - School of Information Technology