

COURSE TITLE	ADVANCED COURSE ON WORD PROCESSING USING MS WORD
DURATION	2 HARI
SPEAKER	ASSOCIATE PROFESSOR DR. RAYNER ALFRED
SYNOPSIS	
<p>In this Microsoft Word 2016 training class, students learn advanced techniques, such as integrating Words with other programs, exploring advanced graphics, design and building forms, collaborating with coworkers, and customizing Words.</p>	
COURSE CONTENT	
DAY 1	
Module 1: Integrating Words with Other Programs.	
Module 2: Exploring Advanced Graphics.	
Module 3: Building Forms (Basic).	
DAY 2	
Module 4: Building Forms (Intermediate).	
Module 5: Collaborating With Coworkers.	
Module 6: Customizing Words.	
REFERENCES	
<ol style="list-style-type: none"> 1. Microsoft Word 2016 Step by Step (Step by Step (Microsoft)), ISBN-13: 978-0735697775, ISBN-10: 0735697779 	