

Agenda

عنوان الدورة: MS Professionals Word 2016

موقع: معهد باسل فليحان المالي والاقتصادي

تاريخ: 28 و 30 أيلول 2026

المدرّب: سامي الجبيلي

التوقيت

الاثنين 28 أيلول 2026

Advanced Document Formatting

- Working with styles to create consistent formatting.
- Using headings and automatic table of contents.
- Preparing pages for professional printing.

Working with Tables

- Creating and formatting tables professionally.
- Using formulas within tables for reports.

Creating Professional Correspondence

- Formatting official letters and documents.
- Using the mail merge feature for mass communications.

Working with Graphics and Images

- Inserting charts and images.
- Adjusting text wrapping around images and enhancing document appearance.

12:00 – 9:00

الأربعاء 30 أيلول 2026

Templates and Customization

- Creating custom templates to save time.
- Using professional and customized templates in daily tasks.

Comments and Reviews

- Using the comments feature to improve collaboration.
- Tracking changes and reviewing edits within the document.

Handling Long Documents

- Managing long documents.
- Using breaks and sections to organize large texts.

Document Protection

- Protecting documents with passwords.
- Setting permissions and securing documents.

Activities and Practical Applications:

- Hands-on exercises for each section of the course.
- Small projects to apply and implement learned concepts.

12:00 – 9:00

للمزيد من المعلومات: منسقة التدريب سوزان قوصان 70/780033