

Agenda

عنوان الدورة: MS Intermediate Word 2016

موقع: معهد باسل فليحان المالي والاقتصادي

تاريخ: 21 و 23 أيلول 2026

المدرّب: اياد غنام

التوقيت	
الاثنين 21 ايلول 2026	
- Introduction to the course and objectives - Advanced text formatting (enhancing text formatting, using lists, adjusting fonts and spacing) Advanced formatting techniques (automatic formatting, paragraphs, columns, backgrounds) Using ready-made templates (creating and modifying templates, customizing them for professional needs)	12:00 – 9:00
الأربعاء 23 أيلول 2026	
Envelope formatting and printing (inserting addresses, adjusting margins, preparing documents for printing) Inserting and designing structures (using tables, charts, and automatic indexes) Report security and password protection (security settings, file encryption, editing permissions)	12:00 – 9:00

للمزيد من المعلومات: منسقة التدريب سوزان قوصان 70/780033