



MASTERING LARGE DOCUMENT

IN MICROSOFT WORDS TO
INCREASE ADMINISTRATIVE
STAFF EFFICIENCY



OVERVIEW

- This course provides various types of instructions for using tools that make managing large documents easier, including working with Subdocuments and master documents, creating table of contents, adding an index, inserting captions for images, adding footnotes and endnotes and page numbering by sections.

ADMINISTRATIVE DETAILS

Date	:	November 5 - 6, 2025 (Wed-Thu)
Time	:	2 Days (9:00 am - 5:00 pm)
Venue	:	FMM Institute, Johor Branch No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, JOHOR
Fees	:	RM 1,134.00 (FMM Member) RM 1,242.00 (Non member) The fee inclusive Service Tax at 8%
Closing Date	:	October 22, 2025 (Wednesday)
Training Programme No.	:	10001492920
Training Provider	:	FMM Institute Johor MYCOID: 475427W_JOHOR

TARGET AUDIENCE

- This course is intended for students who create and work with lengthy documents, collaborate with others on documents, and create forms in Microsoft Word.



COURSE CONTENT



- Introduction
- Working with Styles and Templates
- Viewing Style Information
- Heading and Structured Documents
- Content and Indexes
- Documents and Templates
- Captions
- Cross-Referencing
- Bookmarks
- Footnotes and Endnotes
- Applying Header and Footers
- Working with Mail Merge



Facilitator

Mohamed Zackeriya Bin S A Mohamed has a career spanning over 27 years in IT Learning. He is specialized in Adobe and Microsoft software technology. He has expertise in delivering to small or large audiences of instructor led program. Mohamed Zackeriya is an Adobe Certified Expert in Dreamweaver and Flash. He is also a Microsoft Office Expert and a PSMB certified trainer. Beside trainings, he is passionate about writings. He is one of the founding Editor of Majalah PC. Besides that, he was also a special writer on ICT with the main stream media. He believes that acquiring and learning should be a life long passion.

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.



FMM INSTITUTE

Centre for Professional Development



MASTERING LARGE DOCUMENT IN MICROSOFT WORDS TO INCREASE ADMINISTRATIVE STAFF EFFICIENCY

NOVEMBER 5 - 6, 2025 | VENUE: FMM INSTITUTE JOHOR BRANCH

FMM Institute (475427-W)

Ms. Sabrina/ Pn. Astri /Pn.Ain

Email : sabrina@fmm.org.my / astri@fmm.org.my / nur_ain@fmm.org.my

Tel: 07-357 7613 Fax: 07-357 7618

Dear Madam,

Please register the following participant (s) for the above programme:

(To be completed in BLOCK LETTERS)

Please tick accordingly:

Fees: ☐ FMM Member: RM 1,134.00/pax
(inclusive of 8% Service Tax)

☐ Non Member: RM 1,242.00/pax
(inclusive of 8% Service Tax)

1. *Name

*Designation

*Email

Nationality

*IC No.

*Mobile No.

2. *Name

*Designation

*Email

Nationality

*IC No.

*Mobile No.

(if space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come first-served basis. All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the webinar. Cancellation received 5 working days before the start of the class is subject to a cancellation fee of 50% of the training fees. Cancellation received 3 working days and below before the start of the class is subject to a cancellation fee of 100% of the training fees. If the participant **fails to attend** the programme or **less than 75% attendance**, the **full training fees are payable**. However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

☐ We will be claiming under **HRD CORP CLAIMABLE COURSES** and full payment would be made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ We will **NOT BE CLAIMING** under **HRD CORP CLAIMABLE COURSES**. Payment will be made to account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.

Submitted by:

Name

Designation

Email

Tel

Fax

Mobile No.

Company

Date

Address

Company Stamp & Signature