

**International Centre for Information Systems and Audit (iCISA)**  
**A-52, Sector –62, Institutional Area, Noida**

**Course on “MS OFFICE WORD (Advance)”**  
**(09<sup>th</sup> to 11<sup>th</sup> February, 2009)**

**Course Schedule**

<b>Day</b>	<b>Session I (10.00AM to 11.15AM)</b>	<b>Session II (11.30 AM to 1.00PM)</b>	<b>Session III (2.00 PM to 3.30 PM)</b>	<b>Session IV (3.45 PM to 5.00 PM)</b>
09/02/2009 Monday	Using Word Automatics	Importing	Managing Styles	Longer Documents
10/02/2009 Tuesday	Columns	Outlining	Merging Techniques	Word-Art
11/02/2009 Wednesday	Prompting Fields	Macros	Evaluation of the Participants.	<b>Valediction</b>

**Registration: 9:00 AM - 10:00 AM**

**Tea –Break: 11:15 – 11:30 AM & 3:30 – 3:45 PM**

**Lunch: 1:00 PM – 2:00 PM**