

**KURIKULUM KURSUS MICROSOFT WORD-TEKNIK PENYEDIAAN  
DOKUMEN MENGGUNAKAN *ADVANCED FEATURES*  
BAGI KUMPULAN SOKONGAN I GRED 27 HINGGA 40**

**1. SINOPSIS KURSUS**

Kursus ini bertujuan untuk memberi kecekapan secara mendalam dan terperinci kepada peserta untuk menyediakan dokumen menggunakan *Microsoft Word*.

**2. OBJEKTIF KURSUS**

- i. Membolehkan peserta membina kecekapan dan mendalami kemahiran penyediaan dokumen dengan lebih baik dan berkesan; dan
- ii. Membolehkan peserta menghasilkan laporan dengan lebih berkesan dan bermutu.

**3. TEMPOH / MASA**

- i. Tempoh : 3 hari / 18 jam
- ii. Masa : 8.30 pagi – 4.30 petang

**4. KUMPULAN SASARAN**

Anggota Gred 27 - 40

**5. METODOLOGI PENGAJARAN DAN PEMBELAJARAN**

- i. Kuliah
- ii. Latih amal
- iii. Kuiz

## 6. SUKATAN KURSUS

- i. **Create & Apply Styles**
  - a. *The inbuilt style group (home ribbon)*
  - b. *Style sets*
  - c. *The style pane*
  - d. *Define styles*
  - e. *Link styles*
  - f. *Delete styles*
  - g. *Inbuilt heading styles and the navigation pane*
  - h. *Create and modify styles*
  - i. *Replacing a style*
  - j. *Numbering using styles*
  - k. *List styles*
  - l. *Table styles*
  - m. *Style options*
  - n. *Style inspector*
  - o. *Using the organizer to transfer styles*
  - p. *Shortcut key to a style*
  
- ii. **Using Outline View**
  - a. *Styles in outline*
  - b. *Connecting outline levels to styles*
  - c. *Showing and hiding outline levels*
  - d. *Promoting and demoting levels*
  - e. *Printing your outline*
  
- iii. **Master Documents**
  - a. *Use outlining to create master and subdocuments*
  - b. *Insert documents into master document*
  - c. *Updating linked documents*
  
- iv. **Advanced Page Layout Tools**
  - a. *Introducing sections and section breaks*
  - b. *Setting the page layout for a section*
  - c. *Change orientation within a section*
  - d. *Different headers and footers for different sections*
  - e. *Odd / even header and footers*
  - f. *Different first page*
  - g. *Newspaper columns using continuous section breaks*
  - h. *Manually editing a header and footer*
  - i. *Section control with headers and footers*

v. **Tables In Microsoft Word**

- a. *Methods for inserting tables*
- b. *Changing the column widths and row heights*
- c. *Inserting new columns and rows*
- d. *Deleting existing columns and rows*
- e. *Distributing columns and rows evenly*
- f. *Splitting and merging cells*
- g. *Applying a pre-set table format (theme style)*
- h. *Customising and creating table styles*
- i. *Repeating header rows*
- j. *Splitting a tables*
- k. *Converting a text into a table*
- l. *Converting a table into text*
- m. *Sorting a table*
- n. *Using formulae in a table*
- o. *The table design ribbon*
- p. *Nesting tables*
- q. *Drawing tables, resizing and deleting*
- r. *Using tabs within a table*
- s. *Setting table properties*

vi. **Graphics, Charts and Objects**

- a. *Inserting Clipart & Pictures*
- b. *Inserting shapes & Smart Art*
- c. *Controlling graphic placement and text wrapping*
- d. *Using the drawing canvas and drawing tools*
- e. *Inserting a Screenshot*
- f. *Inserting and Linking Excel Charts*
- g. *Using Word art Objects*
- h. *Inserting Files*

vii. **Creating Forms**

- a. *Creating a form*
- b. *Use section breaks in forms*
- c. *Inserting Text, Checkbox and Dropdown form fields*
- d. *Set Form field options*
- e. *Inserting fields into your form*
- f. *Lock a form (Protection)*
- g. *Password protect forms*
- h. *Save as a template*
- i. *Use a form*

- viii. **Using Referencing Tools**
  - a. *Insert a Tables of Contents, Table of Figures and Index*
  - b. *Footnotes and Endnotes*
  - c. *Cross Referencing*
  - d. *Create and use Bookmarks*
  - e. *Insert hyperlinks*
  - f. *Edit hyperlinks*
  - g. *Use mailto: hyperlinks*
  
- ix. **Mail Merging**
  - a. *Use the Mail Merge Wizard Pane*
  - b. *Use the Mail merge contextual ribbon*
  - c. *Create a data source*
  - d. *Use an existing data source*
  - e. *Filter and Sort a Data Source in Word*
  - f. *Create letters*
  - g. *Create labels*
  - h. *Predefined merge field blocks*
  - i. *Insert merge fields*
  - j. *Simulate a merge*
  - k. *Preview merge data*
  - l. *Merge to printer*
  - m. *Merge to email*
  - n. *Insert and use the: Fill-in, If, Then, Else, fields.*

## 7. BAHAN-BAHAN RUJUKAN

- i. Chris Grover (2007). *Word 2007 for Starters: The Missing Manual*. Pogue Press/O'Reilly.
- ii. Connie Norrison (2007). *Word 2007: Beyond the Manual*. Apress.
- iii. Marty Matthews and Carole Matthews (2007). *Microsoft Office Word 2007 QuickSteps*. Mc Graw Hill New York.
- iv. *Sherry Willard Kinkoph (2007)*. *Teach Yourself VISUALLY Microsoft Office 2007*. Wiley Publishing, Inc.

## RANCANGAN PENGAJARAN (*LESSON PLAN*)

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1. **Nama Kursus** : MICROSOFT WORD - TEKNIK  
PENYEDIAAN DOKUMEN MENGGUNAKAN  
*ADVANCED FEATURES*
2. **Tajuk Pengajaran** : *Create & Apply Styles, Using Outline View and  
Master Documents*
3. **Tempoh** : 6 jam
4. **Penghasilan Pembelajaran:**
  - i. Peserta boleh memahami *styles*, bertukar-tukar antara set *styles*, dan menghapuskan *styles*; dan
  - ii. Peserta boleh mencipta *styles* sendiri termasuklah membuat pengubahsuaian, dan menetapkan *styles* sendiri antara dokumen.
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
  - i. Peserta : Telah mempunyai pengetahuan menggunakan Microsoft Word
  - ii. Pengajar : Mahir dan cekap menggunakan Microsoft Word;
  - iii. Susun atur bilik : Bilik kuliah/makmal komputer
  - iv. Keperluan Bahan : Nota, pen dan kertas
  - v. Keperluan Peralatan : LCD dan komputer
  - vi. Penilaian dan tugasan : Latih amal dan kuiz
  - vii. Rujukan :
    - a. Chris Grover (2007). *Word 2007 for Starters: The Missing Manual*. Pogue Press/O'Reilly.
    - b. Connie Norrison (2007). *Word 2007: Beyond the Manual*. Apress.
    - c. Marty Matthews and Carole Matthews (2007). *Microsoft Office Word 2007 QuickSteps*. Mc Graw Hill New York.
    - d. *Sherry Willard Kinkoph (2007)*. *Teach Yourself VISUALLY Microsoft Office 2007*. Wiley Publishing, Inc.

## 7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p><b>Create &amp; Apply Styles</b></p> <ul style="list-style-type: none"> <li>a. <i>The inbuilt style group (home ribbon)</i></li> <li>b. <i>Style sets</i></li> <li>c. <i>The style pane</i></li> <li>d. <i>Define styles</i></li> <li>e. <i>Link styles</i></li> <li>f. <i>Delete styles</i></li> <li>g. <i>Inbuilt heading styles and the navigation pane</i></li> <li>h. <i>Create and modify styles</i></li> <li>i. <i>Replacing a style</i></li> <li>j. <i>Numbering using styles</i></li> <li>k. <i>List styles</i></li> <li>l. <i>Table styles</i></li> <li>m. <i>Style options</i></li> <li>n. <i>Style inspector</i></li> <li>o. <i>Using the organizer to transfer styles</i></li> <li>p. <i>Shortcut key to a style</i></li> </ul>	Syarahannya	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam 30 minit	Nota / Slaid
ii.	<p><b>Using Outline View</b></p> <ul style="list-style-type: none"> <li>a. <i>Styles in outline</i></li> <li>b. <i>Connecting outline levels to styles</i></li> <li>c. <i>Showing and hiding outline levels</i></li> <li>d. <i>Promoting and demoting levels</i></li> <li>e. <i>Printing your outline</i></li> </ul>	Syarahannya	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam	Nota / Slaid

<b>Bil.</b>	<b>Kandungan</b>	<b>Aktiviti Pengajar</b>	<b>Aktiviti Peserta</b>	<b>Masa</b>	<b>Bahan</b>
iii.	<p><b><i>Master Documents</i></b></p> <p>a. <i>Use outlining to create master and subdocuments</i></p> <p>b. <i>Insert documents into master document</i></p> <p>c. <i>Updating linked documents</i></p>	Syarah	Mendengar/ Bincang/ Latih Amal/Kuiz	1 jam 30 minit	Nota / Slaid

## 8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latih amal dan satu (1) soalan kuiz.

## RANCANGAN PENGAJARAN (*LESSON PLAN*)

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1. **Nama Kursus** : MICROSOFT WORD - TEKNIK PENYEDIAAN DOKUMEN MENGGUNAKAN ADVANCED FEATURES
2. **Tajuk Pengajaran** : *Advanced Page Layout Tools and Tables In Microsoft Word*
3. **Tempoh** : 5 jam
4. **Penghasilan Pembelajaran** :  
  
Peserta diberi pendedahan yang lebih terperinci penggunaan dan maklumat *layout tools* yang ada.
5. **Peserta Sasaran** : Anggota Gred 27 – 40
6. **Pra Syarat**
  - i. Peserta : Telah mempunyai pengetahuan menggunakan Microsoft Word
  - ii. Pengajar : Mahir dan cekap menggunakan Microsoft Word;
  - iii. Susun atur bilik : Bilik kuliah/makmal komputer
  - iv. Keperluan Bahan : Nota, pen dan kertas
  - v. Keperluan Peralatan : LCD dan komputer
  - vi. Penilaian dan tugasan : Latih amal dan kuiz
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    - a. Chris Grover (2007). *Word 2007 for Starters: The Missing Manual*. Pogue Press/O'Reilly.
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## 7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p><b>Advanced Page Layout Tools</b></p> <ul style="list-style-type: none"> <li>a. <i>Introducing sections and section breaks</i></li> <li>b. <i>Setting the page layout for a section</i></li> <li>c. <i>Change orientation within a section</i></li> <li>d. <i>Different headers and footers for different sections</i></li> <li>e. <i>Odd / even header and footers</i></li> <li>f. <i>Different first page</i></li> <li>g. <i>Newspaper columns using continuous section breaks</i></li> <li>h. <i>Manually editing a header and footer</i></li> <li>i. <i>Section control with headers and footers</i></li> </ul>	Syarahana	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam 30 minit	Nota / Slaid
ii.	<p><b>Tables In Microsoft Word</b></p> <ul style="list-style-type: none"> <li>a. <i>Methods for inserting tables</i></li> <li>b. <i>Changing the column widths and row heights</i></li> <li>c. <i>Inserting new columns and rows</i></li> <li>d. <i>Deleting existing columns and rows</i></li> <li>e. <i>Distributing columns and rows evenly</i></li> <li>f. <i>Splitting and</i></li> </ul>	Syarahana	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam 30 minit	Nota / Slaid

<b>Bil.</b>	<b>Kandungan</b>	<b>Aktiviti Pengajar</b>	<b>Aktiviti Peserta</b>	<b>Masa</b>	<b>Bahan</b>
	<i>merging cells</i> g. <i>Applying a pre-set table format (theme style)</i> h. <i>Customising and creating table styles</i> i. <i>Repeating header rows</i> j. <i>Splitting a tables</i> k. <i>Converting a text into a table</i> l. <i>Converting a table into text</i> m. <i>Sorting a table</i> n. <i>Using formulae in a table</i> o. <i>The table design ribbon</i> p. <i>Nesting tables</i> q. <i>Drawing tables, resizing and deleting</i> r. <i>Using tabs within a table</i> s. <i>Setting table properties</i>				

## 8. Penilaian

Penilaian yang dijalankan adalah melalui satu (1) latih amal dan satu (1) soalan kuiz.

## RANCANGAN PENGAJARAN (LESSON PLAN)

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1. **Nama Kursus** : MICROSOFT WORD - TEKNIK  
PENYEDIAAN DOKUMEN MENGGUNAKAN  
ADVANCED FEATURES
2. **Tajuk Pengajaran** : *Graphics, Charts and Objects, Creating Forms,  
Using Referencing Tools Mail Merging*
3. **Tempoh** : 7 jam

4. **Penghasilan Pembelajaran:**

Peserta boleh membina jadual untuk memaparkan maklumat terperinci berdasarkan dokumen yang ada.

5. **Peserta Sasaran** : Anggota Gred 27 – 40

6. **Pra Syarat**

- i. Peserta : Telah mempunyai pengetahuan menggunakan *Microsoft Word*
- ii. Pengajar : Mahir dan cekap menggunakan *Microsoft Word*
- iii. Susun atur bilik : Bilik kuliah/makmal komputer
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## 7. Aktiviti P&P (Sub Topik)

Bil.	Kandungan	Aktiviti Pengajar	Aktiviti Peserta	Masa	Bahan
i.	<p><b>Graphics, Charts and Objects</b></p> <p>a. <i>Inserting Clipart &amp; Pictures</i></p> <p>b. <i>Inserting shapes &amp; SmartArt</i></p> <p>c. <i>Controlling graphic placement and text wrapping</i></p> <p>d. <i>Using the drawing canvas and drawing tools</i></p> <p>e. <i>Inserting a Screenshot</i></p> <p>f. <i>Inserting and Linking Excel Charts</i></p> <p>g. <i>Using Wordart Objects</i></p> <p>h. <i>Inserting Files</i></p>	Syarahan	Mendengar/ Bincang/ Latih Amal/Kuiz	1 jam 30 minit	Nota / Slaid
ii.	<p><b>Creating Forms</b></p> <p>a. <i>Creating a form</i></p> <p>b. <i>Use section breaks in forms</i></p> <p>c. <i>Inserting Text, Checkbox and Dropdown form fields</i></p> <p>d. <i>Set Form field options</i></p> <p>e. <i>Inserting fields into your form</i></p> <p>f. <i>Lock a form (Protection)</i></p> <p>g. <i>Password protect forms</i></p> <p>h. <i>Save as a template</i></p> <p>i. <i>Use a form</i></p>	Syarahan	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam	Nota / Slaid

<b>Bil.</b>	<b>Kandungan</b>	<b>Aktiviti Pengajar</b>	<b>Aktiviti Peserta</b>	<b>Masa</b>	<b>Bahan</b>
iii.	<p><b>Using Referencing Tools</b></p> <p>a. <i>Insert a Tables of Contents, Table of Figures and Index</i></p> <p>b. <i>Footnotes and Endnotes</i></p> <p>c. <i>Cross Referencing</i></p> <p>d. <i>Create and use Bookmarks</i></p> <p>e. <i>Insert hyperlinks</i></p> <p>f. <i>Edit hyperlinks</i></p> <p>g. <i>Use mailto: hyperlinks</i></p>	Syarahan	Mendengar/ Bincang/ Latih Amal/Kuiz	2 jam	Nota / Slaid
iv.	<p><b>Mail Merging</b></p> <p>a. <i>Use the Mail Merge Wizard Pane</i></p> <p>b. <i>Use the Mail merge contextual ribbon</i></p> <p>c. <i>Create a data source</i></p> <p>d. <i>Use an existing data source</i></p> <p>e. <i>Filter and Sort a Data Source in Word</i></p> <p>f. <i>Create letters</i></p> <p>g. <i>Create labels</i></p> <p>h. <i>Predefined merge field blocks</i></p> <p>i. <i>Insert merge fields</i></p> <p>j. <i>Simulate a merge</i></p> <p>k. <i>Preview merge data</i></p> <p>l. <i>Merge to printer</i></p> <p>m. <i>Merge to email</i></p> <p>n. <i>Insert and use the: Fill-in, If, Then, Else, fields.</i></p>	Syarahan	Mendengar/ Bincang/ Latih Amal/Kuiz	1 jam 30 minit	Nota / Slaid

## **8. Penilaian**

Penilaian yang dijalankan adalah melalui satu (1) latihan amal dan satu (1) soalan kuiz.