	Arab Academy for Science, Technology and Maritime Transport	
	Training Course Information Form	

Course Name: **MS-Word Program (Level I)**

Institute/Centre: Port Training Institute   **Course Code:** C10

Type: √ Program   ❏ Course   ❏ Workshop

Course Duration: √5 Days   ❏ 3 Days   ❏ 1 Days   ❏Other

Course Conducted: √ Local   ❏International   Indicate: A.R.E
Course Venue: Anywhere

Course Language: ❏ English   ❏ Arabic   √ Both   ❏ Other

Course Description

Course Outlines:
1. Open and save files, identifying margins, changing language and formatting fonts.
2. Formatting tabs, Paragraphs bullets and numbering, and using the Edit menu.
3. Insert tables, format cells and changing boarders and background.
4. Inserting & formatting pictures and drawings .
5. Printing, changing View options and practical applications.

Course Objectives:
• Training the participants on MS–Word basic word processing functions.

Course Includes: √ Theoretical   ❏Fire Training Module   √ Laboratory
                        ❏Workshop   ❏Site Visit

Course Prerequisites: Windows Operating System

Who Should Attend: All Departments

No. of Participants/Course: ❏ 5-10   ❏10-15   √ 15-20   ❏Other

Qualifications of Participants:
• Intermediate Degree (minimum).

No. of Lecturer: √ 1   ❏ 2   ❏ 5

No. of Assistance: ❏ 1   ❏ 2   ❏ 3

Course Facilities				
√ White Board	√ V. Projector	√ Data Show	√ PC	❑ Manual
❑ Books	√ Handouts	❑ Flip Charts	❑ S/W	❑ Other

Course Evaluation			
❑ Written Examination	❑ Written Report(s)	❑ Oral Presentation	√ Attendance
❑ Delegates Participation			

Certificate Issue:

❑ Local Premises	√ AASTMT	❑ International

Course Registration		
	√ Admission and Registration	
	Department at the Port	
Registration:	Training Institute	❑ Online ❑ Other
	Beside Gate No. 27 - Outside	
	Customs Area, Alexandria Port	
Documents Required:	√ Registration Form	√ ID/Passport Copy √ Photo