

## Schedule of the day

**Day 1,  
October 9, 2009**

2.00– 3.00 pm	Registration
3.00– 4.30 pm	Why you need IT Soft Skill? Dr Zainal Fitri Zakaria
4.30 – 4.45 pm	Tea Break
4.45 – 5.30 pm	Introduction to Microsoft Excel
8.00 – 10.00 pm	Hands on Project 1, 2 and 3
10.00 pm	Tea

**Day 2,  
October 10, 2009**

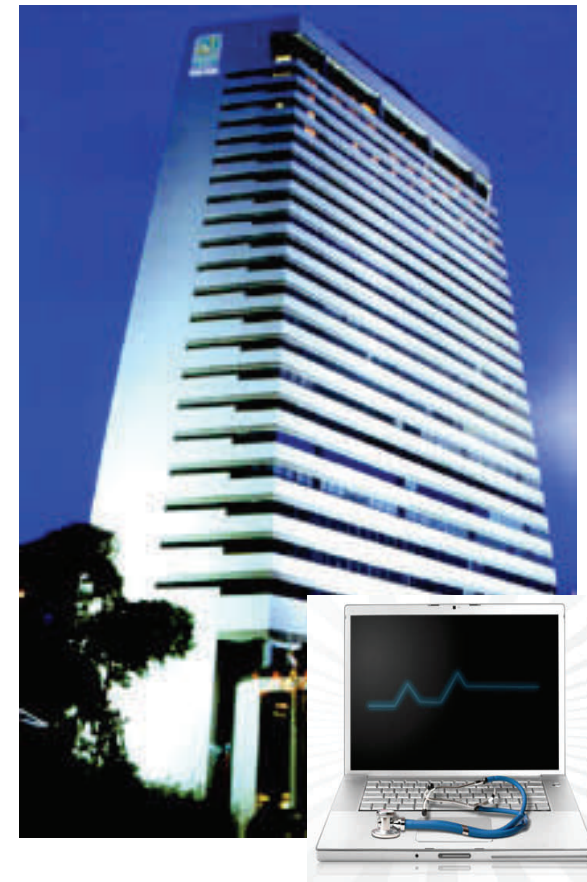
8.00– 9.00 am	Art of formatting preformatted report by Microsoft words. Dr Suhazeli Abdullah
9.00– 10.30 am	Hands on
10.30 – 10.45 am	Tea Break
10.45 – 12.00 pm	Vital software that every medical profes- sionals need. Dr Suhazeli Abdullah
12.00 – 12.30 pm	Question and Answer
12.30 pm	Closing Remark and Lunch

Dr Suhazeli Abdullah,  
IT Sub-committee  
Family Medicine Specialist Association  
Klinik Kesihatan Permaisuri  
22100 Bandar Permaisuri, Setiu,  
Terengganu



**Family Medicine  
Specialist Association  
of Malaysia**

**IT Soft Skill  
for  
Medical Professionals  
9th to 10th October 2009  
Quality Hotel, Kuala Lumpur**



## IT Soft Skill for Medical Professionals



*We Are Enemy to things of What We Do Not Know?*

Wish your report can be done faster?  
Wish to analyze your data a lot quicker?  
Are you wondering how you could have done all that a lot easier?  
Do you know with a bit of knowledge using common computer software in your computer could help you to achieve that?

Well, now you can!

**Family Medicine Specialist Association** is now offering you a chance to learn and improve your skills using Microsoft Office as a tool to help you in performing everyday yet essential reporting tasks. Perhaps it may become another exciting activities in your daily routines by learning new and more efficient way of doing your tasks.

## Who Should Attend?

- Specialists
- Medical Officers
- Master Students
- Pharmacist
- Nurses/Assistant Medical Officer
- Non Governmental Organization representatives
- Private Practitioners



## One Million Skills

### What you will learn?

- How to use Excel and Words to automate your daily task.
- How to use worksheet interface and get to know various buttons in Excel and Words.
- How to create an eye-catching chart.
- How to save in other format eg. PDF
- How to use common formula and function.
- How to protect and share document
- How to prepare your report outline, table of contents, list of figures and list of table in seconds of your report.

### What skill you will acquire?

- Different ways of saving the workbook.
- Setting printing area, repetitive column and row.
- Using Views worksheet Tools.
- Use external image in a chart.
- Combine two different charts.
- Install PDF converter from Microsoft
- Different ways of inserting formula and functions.
- Creating switch board with hyperlink
- Create password protected workbook
- Freeze, Hide and group row and column and get to know pivot table

### What you can do? (Hands on project)

- Home budget worksheet, On call list automation worksheet, Staff leave monitoring worksheet, Chronic Disease registry, 5S audit sheet.
- Analyze and creating chart from the data and transfer the data to the Power Point software.
- Creating mail merge to all Diabetic patient using existing data.
- Formatting report of 'Severe Neonatal Jaundice outlier'
- And many more exercise!

## Register Now!

**IT Soft Skill for Medical Professionals**  
**9th to 10th October 2009**  
**Quality Hotel, Kuala Lumpur**

**Registration Fee Only**  
**RM150**

Name \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Method of Payment

- Check  
 LO  
 Cash  
 Money Order  
 Bank Draft

**The available seat are limited to 50 participants only.**

**Closing date:**  
**9th September 2009**

All cheques / postal order / bank draft / LO should be addressed to : "Persatuan Pakar-Pakar Perubatan Keluarga Malaysia". Maybank Account: 512389700355, Cawangan Balakong, Hulu Langat, Selangor.

Signature \_\_\_\_\_

Send your registration form to:

	IT Sub-committee
<p>Family Medicine Specialist Association Klinik Kesihatan Permaisuri 22100 Bandar Permaisuri, Setiu, Terengganu</p> <p>Phone: 09-6099333 Handphone: 0199563653 Fax: 09-6098512 E-mail: fmssetiu@yahoo.com</p>	

**Online Registration: [www.fms-malaysia.org](http://www.fms-malaysia.org)**