

25
TAHON
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UITM SEBUAH UNIVERSITI



UNIVERSITI
TEKNOLOGI
MARA



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EASY WRITE WITH MICROSOFT WORD: BASIC

Pembudayaan Ilmu
Membentuk Adiwangsa

UiTM *di hatiku* *اوتيم في قلبي*



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MICROSOFT 365 FOR UITM STUDENTS & STAFFS

- Office 365 is the combination of Microsoft Office Desktop with *cloud* Office 365 (includes Microsoft Exchange Online, Microsoft SharePoint Online, and Microsoft Office Web Apps)
- Web: <https://www.microsoft.com/en-my/>
- Login Office 365 : <https://login.microsoftonline.com/>
- [Manual 365 UiTM](#)



The banner features the UiTM logo and 'Institut Pengajian Siswazah' at the top left. The main text reads 'Free Microsoft 365 for All UiTM Students'. Below this is a QR code with a speech bubble saying 'Scan for more Information' and a smartphone icon. To the right are icons for Office 365 apps (Outlook, OneDrive, Teams, Word, PowerPoint, Excel, OneNote) and the Office 365 logo. At the bottom, there are two columns of hashtags: '#StudyinUiTM', '#AccesswithSuccess', and '#Postgraduate' on the left; '#IPSisUiTM', '#KitaUiTM', and '#UniversitiTeknologiMARA' on the right.

Pembudayaan Ilmu
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ADVISE & TIPS : **NOT RECOMMENDED!!**



Lesser Known Features Of Office 2013



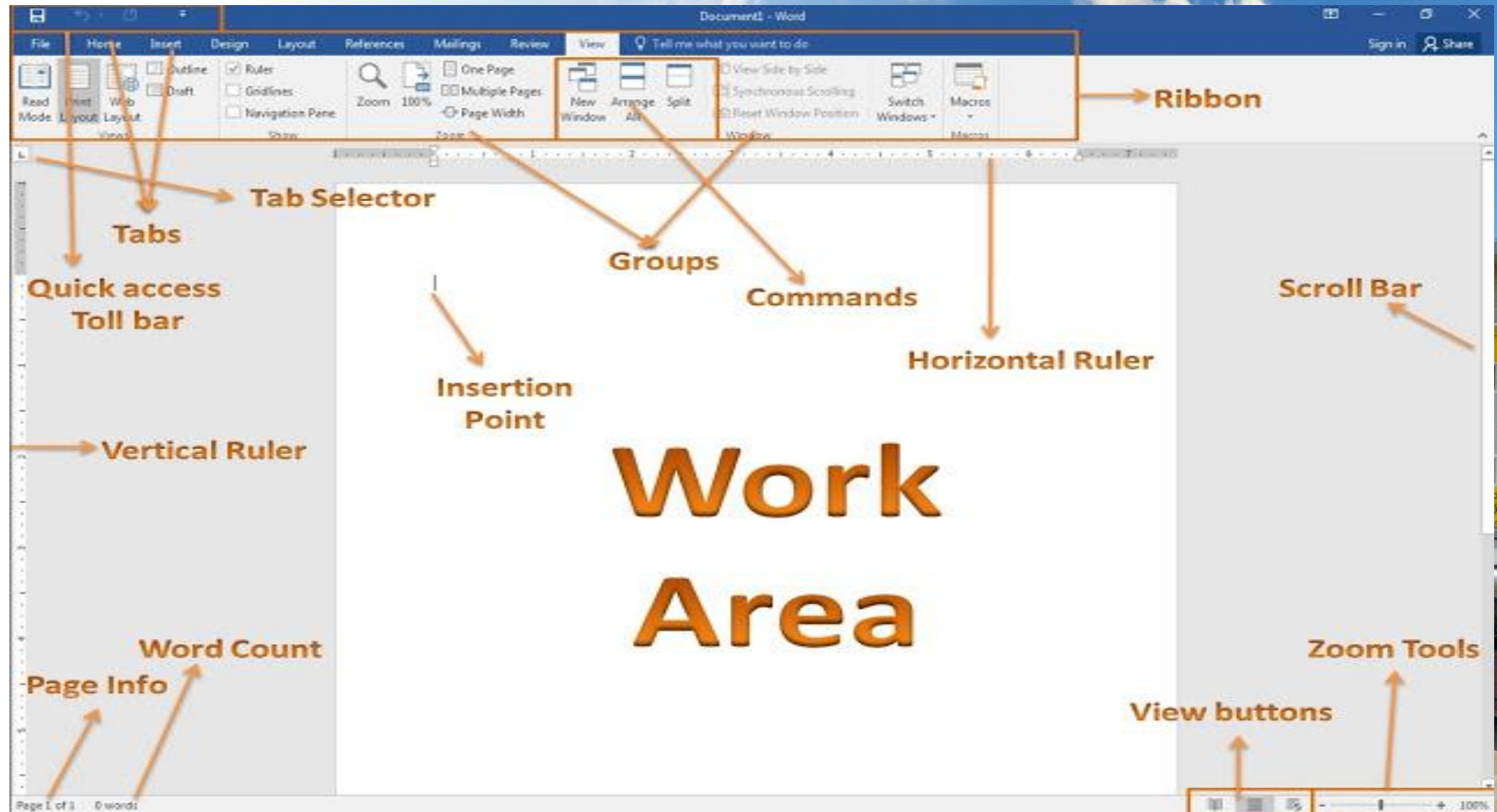
Pembudayaan Ilmu
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Tips & Tricks : Familiar Yourself





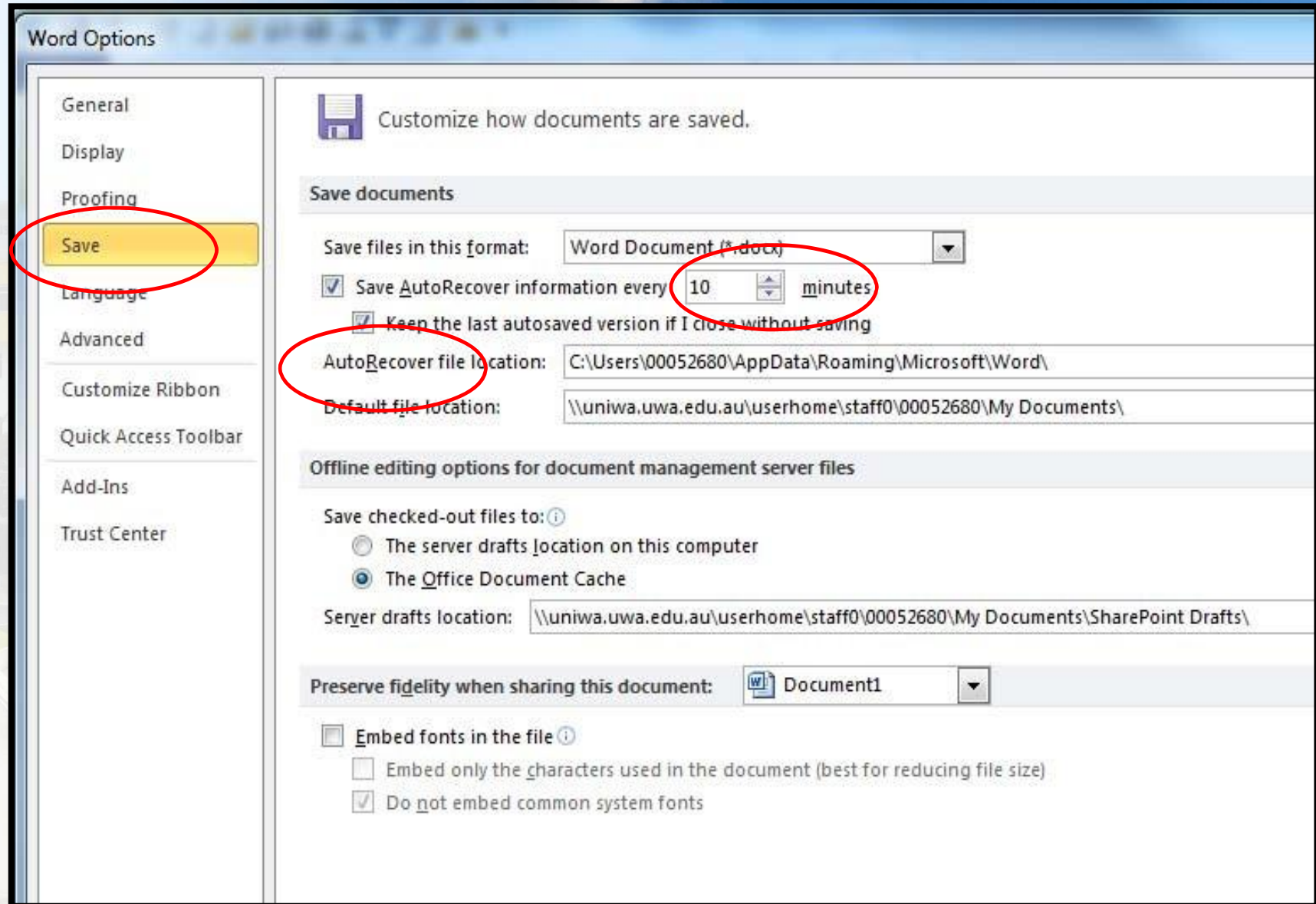
MICROSOFT WORD

Ctrl + A Select all	Ctrl + Shift + F Change font
Ctrl + C Copy Selected text	Ctrl +] Increase selected font + 1
Ctrl + X Cut selected text	Ctrl + [Decrease selected font - 1
Ctrl + V Paste	Ctrl + ← Move one word to the left
Ctrl + O Open options	Ctrl + ↑ Move to start of line/paragraph
Ctrl + F Open find box	Ctrl + → Move one word to the right
Ctrl + I Italicize selection	Ctrl + 1 Single space lines
Ctrl + U Underline selection	Ctrl + 2 Double space lines
Ctrl + B Bold selection	Ctrl + 5 1.5 line spacing
Ctrl + K Insert link	Shift + F3 Change case of text
Ctrl + Y Redo last action	F7 Spell check selected text
Ctrl + Z Undo last action	Shift + F7 Thesaurus
Ctrl + G Find and replace	Alt + Shift + D Insert current date
Ctrl + L Align selected text left	F12 Save as
Ctrl + E Align selected text center	Ctrl + S Save
Ctrl + R Align selected text right	Ctrl + W Close document

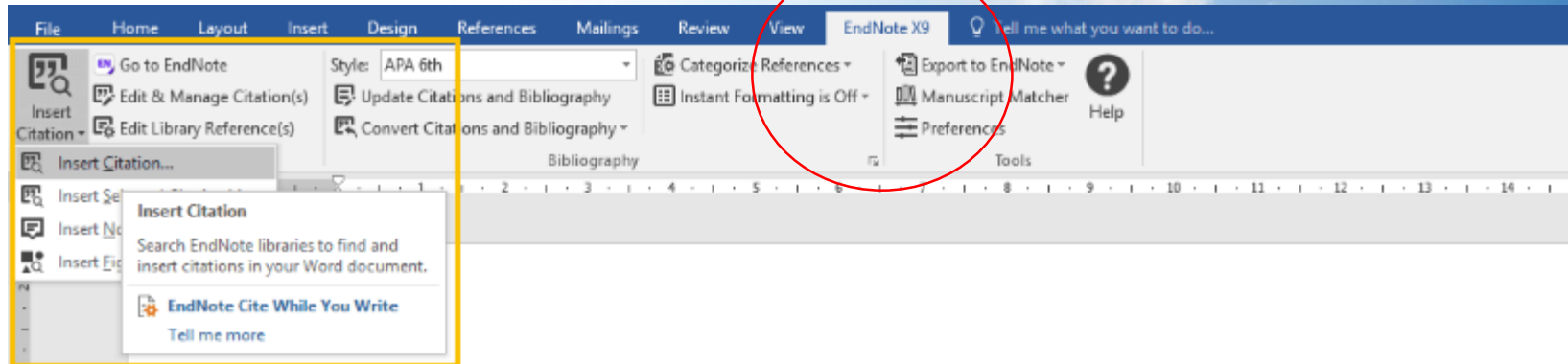
perpustakaan Tun Abdul Razak (PTAR)

Keyboard Shortcuts in Microsoft Word

Don't lose any text - AutoSaved. Lost your document before saving? **Auto recover.**

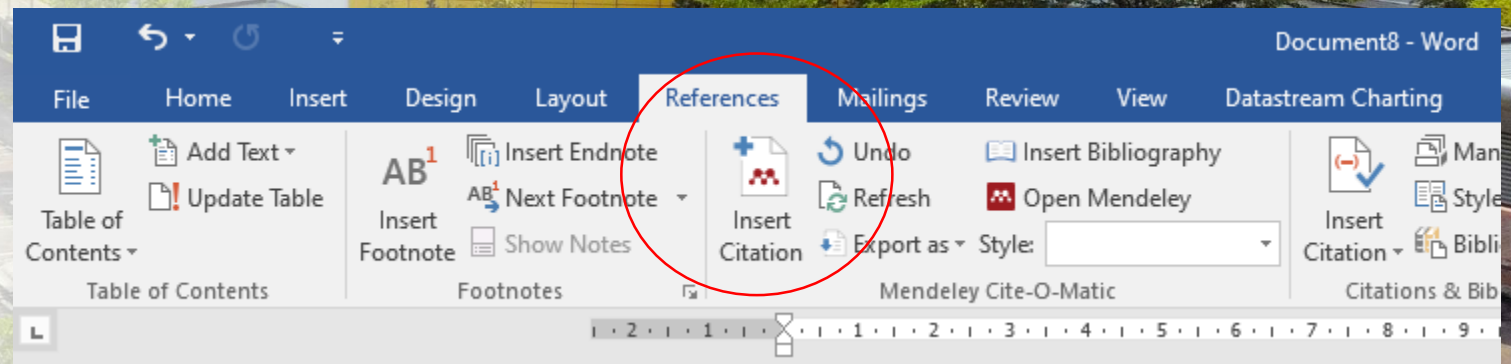


Use Only ONE to Manage Your Citation (Endnote / Mendeley)



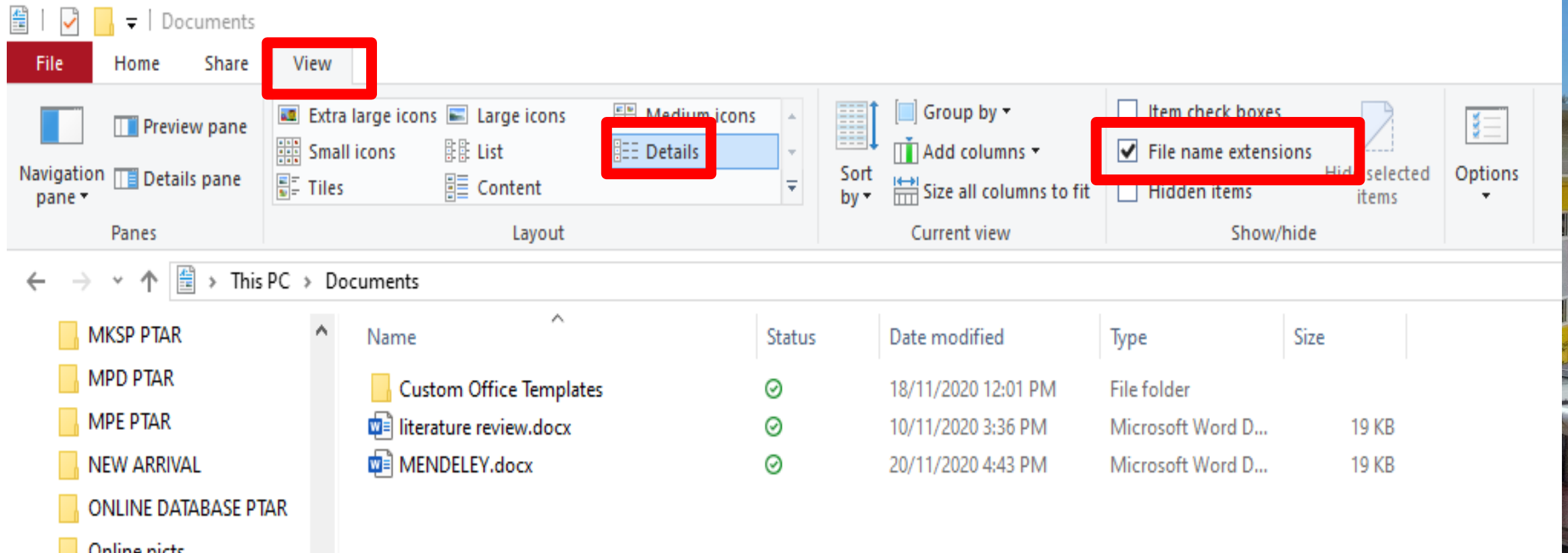
Issues of race or ethnicity and how they affect access to and use of health services, are extremely sensitive. Research to support change must be carried out in a way that is consistent with both the values and world view of the participants.

There is now widespread recognition of the value of user-driven research to shape future policy. Yet with respect to ethnic groups, even user-involvement, particularly through patients' satisfaction surveys, an essential stepping stone along that path, has yet to be fully realised. The notable



SETTING FILE EXTENSION

Documents > File > View > Details > Check File name extensions



The screenshot shows the Windows File Explorer interface for the 'Documents' folder. The 'View' tab is active, and the 'Details' view is selected. The 'File name extensions' checkbox is checked. The file list below shows the following items:

Name	Status	Date modified	Type	Size
Custom Office Templates	✓	18/11/2020 12:01 PM	File folder	
literature review.docx	✓	10/11/2020 3:36 PM	Microsoft Word D...	19 KB
MENDELEY.docx	✓	20/11/2020 4:43 PM	Microsoft Word D...	19 KB

Pembudayaan Ilmu
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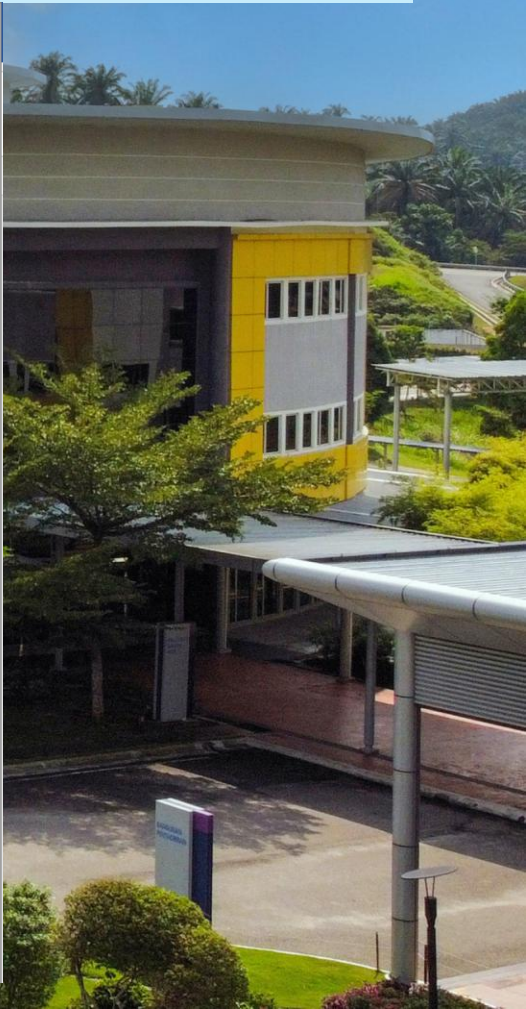
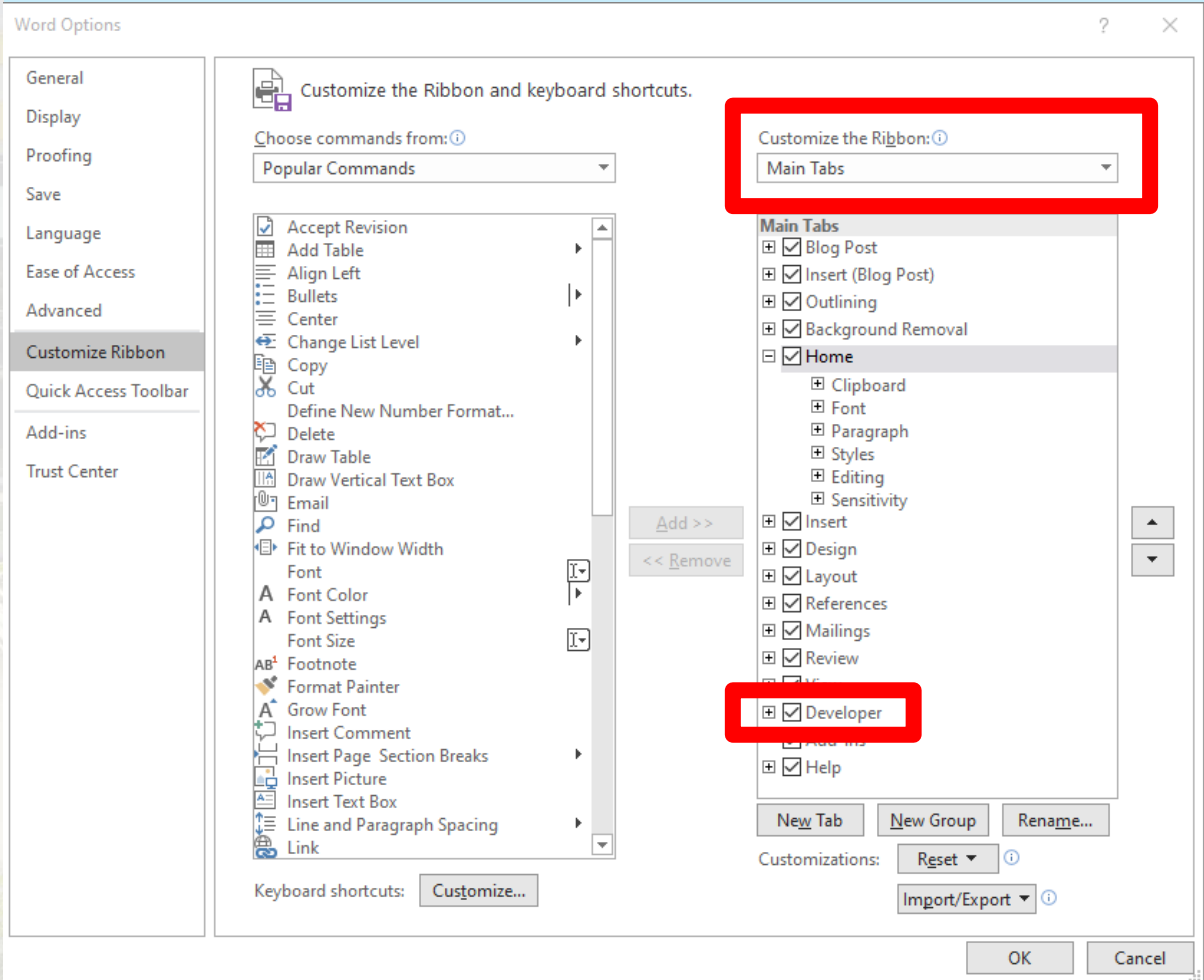
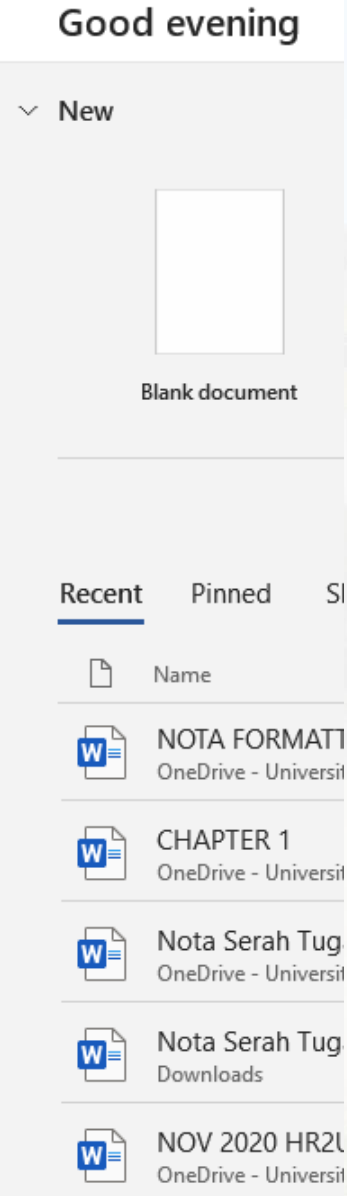
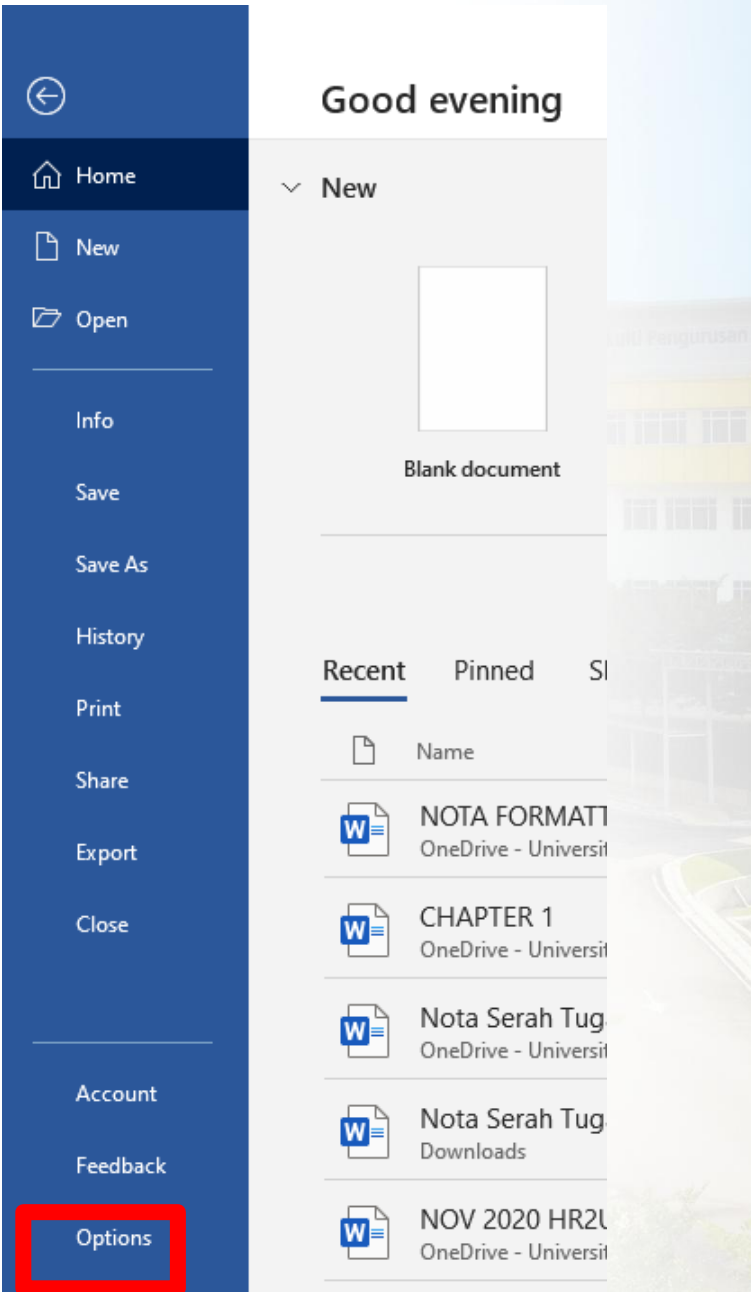
SETTING MOUSE CURSOR ON WINDOW 10

Make cursor easier to see when typing :
setting > Ease of Access> Cursor & pointer > Change cursor thickness

The image shows a sequence of Windows Settings screens. On the left, the main Settings app is open, with the 'Ease of Access' category highlighted in a red box. On the right, the 'Ease of Access' settings page is shown, with 'Cursor & pointer' highlighted in a red box. Further right, the 'Cursor & pointer' settings page is shown, with the 'Make the cursor easier to see when typing' section highlighted in a red box. This section includes a 'Change cursor thickness' slider and a preview of the cursor over the text 'abc'.

SET YOUR PC FOR FORMATTING : TURN ON DEVELOPER TAB

File > Home > Option > Word Options Customize Ribbon > Check / Developer > OK



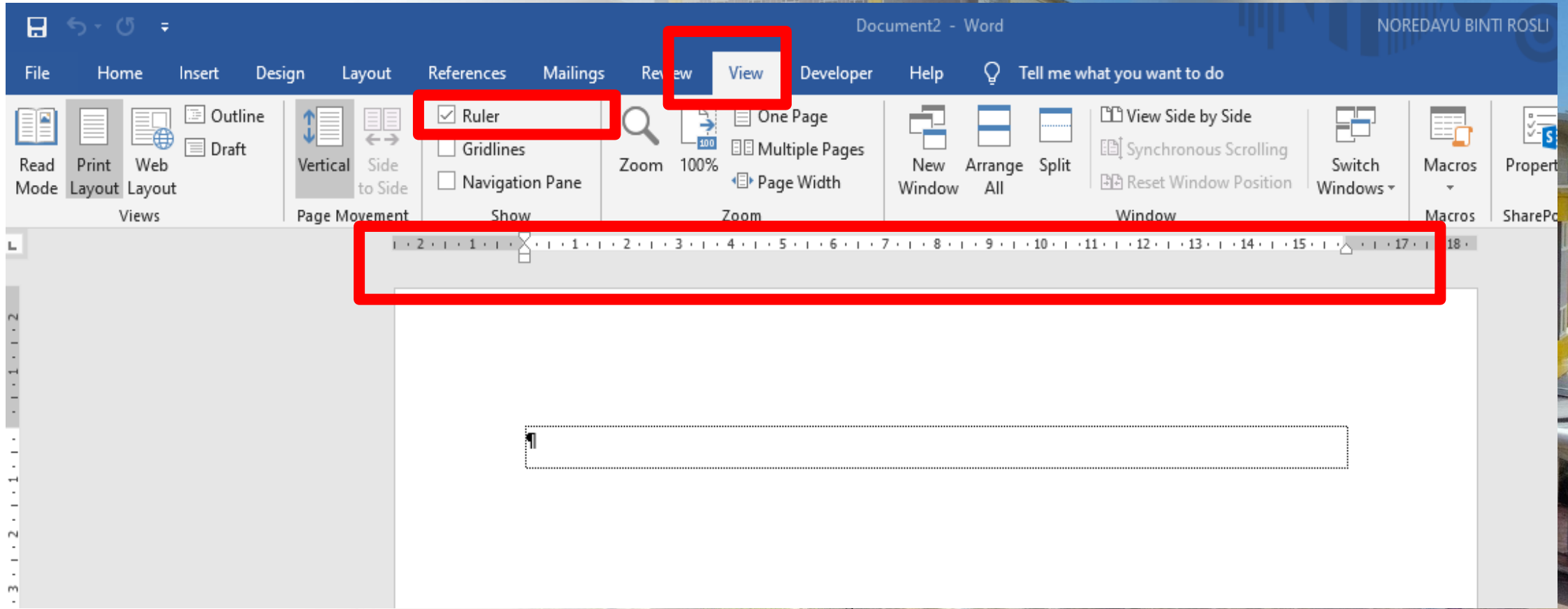
VIEW PARAGRAPH MARK/PILCROW

Home > Click icon Paragraph Mark
Click icon Expand Paragraph Setting

The screenshot displays the Microsoft Word ribbon with the 'Home' tab selected. The font settings are 'Calibri (Body)' and '14'. The Paragraph group on the ribbon contains several icons, with the Paragraph Mark icon (¶) and the Expand Paragraph Setting icon (a square with a diagonal line) highlighted by red boxes. Red arrows point from the text above to these icons. The Paragraph dialog box is open, showing the 'Indents and Spacing' tab. The 'General' section includes 'Alignment' set to 'Left', 'Outline level' set to 'Body Text', and a 'Collapsed by default' checkbox. The 'Indentation' section shows 'Left' and 'Right' indents at '0 cm', with 'Special' set to 'First line' and 'By' set to '1.27 cm'. The 'Spacing' section shows 'Before' and 'After' spacing at '6 pt' and '8 pt' respectively, with 'Line spacing' set to 'Multiple' and 'At' set to '1.08'. A 'Preview' section at the bottom shows a sample of the paragraph formatting. The background of the document shows a chapter heading 'CHAPTER 1.0 INTRODUCTION' and some text about video embedding.

VIEW RULER

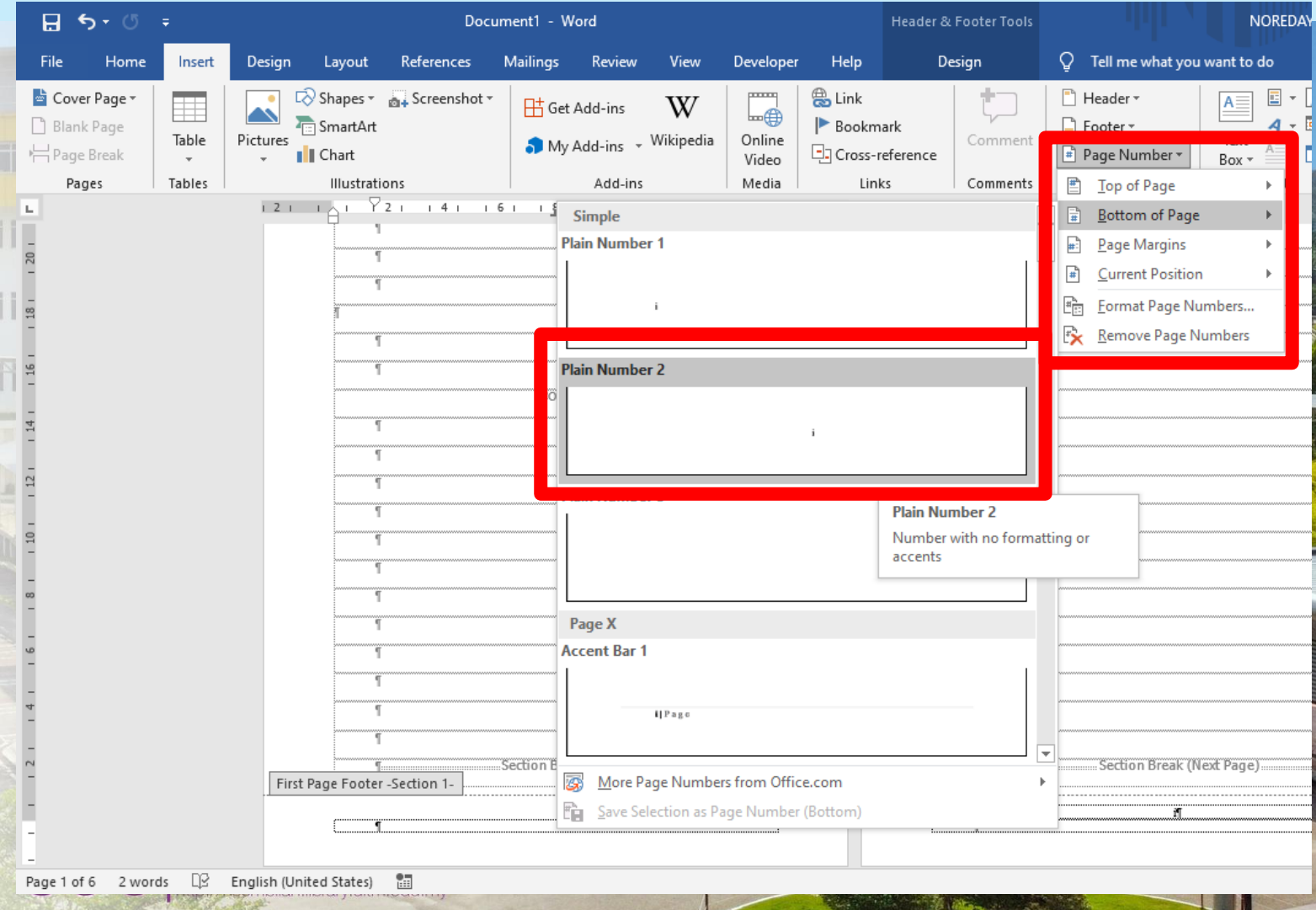
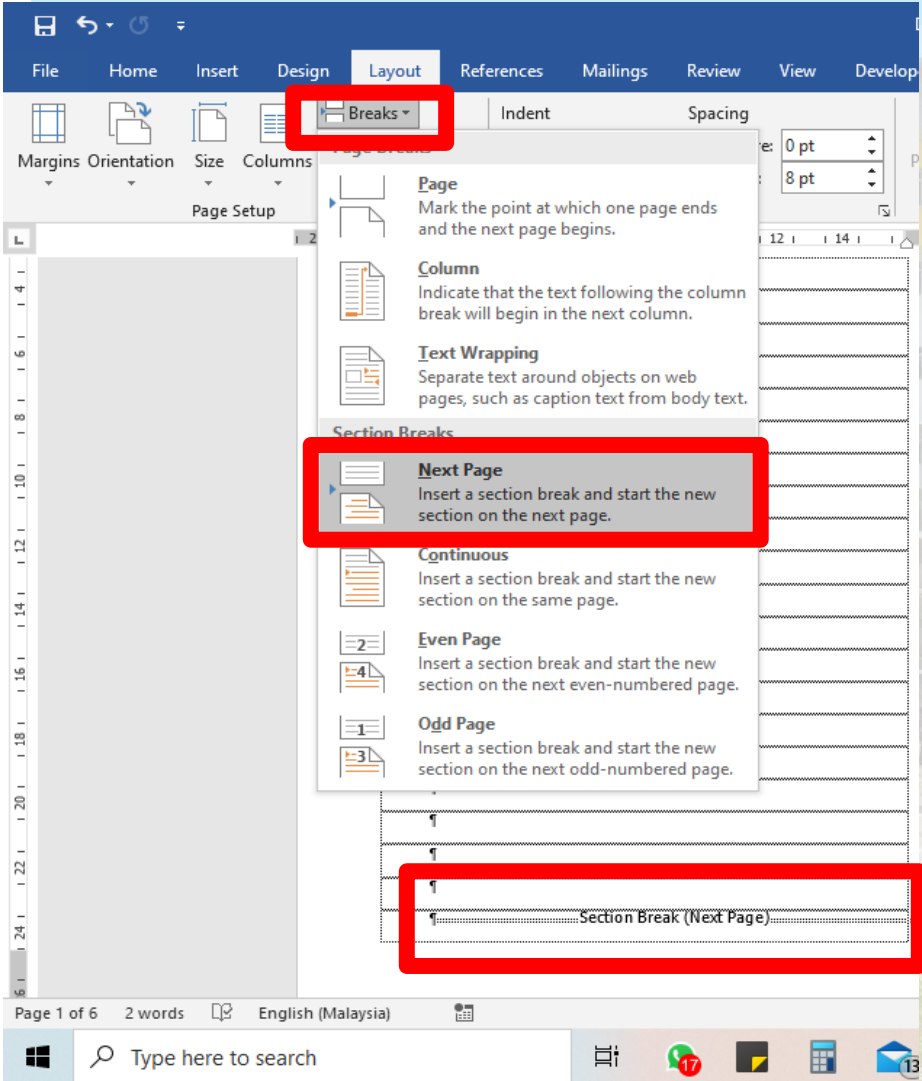
View > Check / Show Ruler



HOW TO START YOUR PAGE NUMBER LATER IN YOUR DOCUMENT

STEP 1

- 1) Layout>Breaks> Next Page
- 2) Insert > Page Number > Bottom of page > select style



CONTINUE.....HOW TO START YOUR PAGE NUMBER LATER IN YOUR DOCUMENT

STEP 2 : REMOVE PAGE NUMBER FROM FIRST PAGE:

1) Go to **Insert > Header or Footer > Edit Header or Edit Footer.**

2) Select **Different First Page.**

3) Note: Different first page can be applied to the first page of any section in your document, not just the very first page.

4) In the header or footer area, you should see a label on the first page that says **First Page Header**. Select the page number and press Delete.

5) Select **Close Header and Footer** or press Esc to exit.

The screenshot displays the Microsoft Word interface with the 'Header & Footer Tools' ribbon active. The 'Design' tab is selected, and the 'Different First Page' checkbox is checked. The document content shows a 'COVER PAGE' followed by a 'Section Break (Next Page)'. Below the section break, the footer area is divided into two sections: 'First Page Footer -Section 1-' and 'Footer -Section 2-'. The 'First Page Footer -Section 1-' area is highlighted with a red box. The status bar at the bottom indicates 'Page 1 of 6', '2 words', and 'English (United States)'. The system tray shows the date and time as '12:23 PM 8/12/2020'.

CONTINUE.....HOW TO START YOUR PAGE NUMBER LATER IN YOUR DOCUMENT

STEP 3 : SET ROMAN NUMBER AFTER COVER PAGE OR FIRST PAGE

- 1) Layout>Breaks> Next Page
- 2) Insert > Page Number > Bottom of page > select style

The screenshot displays the Microsoft Word interface for 'Document1 - Word'. The 'Insert' tab is active, and the 'Page Number' dropdown menu is open. The 'Bottom of Page' option is selected, and the 'Plain Number 2' style is highlighted. A tooltip for 'Plain Number 2' is visible, stating 'Number with no formatting or accents'. The document content shows a 'COVER PAGE' on the first page and a 'Section Break (Next Page)' on the second page. The status bar at the bottom indicates 'Page 2 of 6', '2 words', and 'English (Malaysia)'. The system tray shows the time as 12:28 PM on 8/12/2020.

CONTINUE.....HOW TO START YOUR PAGE NUMBER LATER IN YOUR DOCUMENT

CONTINUE STEP 3 : SET ROMAN NUMBER AFTER COVER PAGE OR FIRST PAGE

3) Put cursor at footer section> Insert > Page Number > Format Page Number > page number format box appear> Select Number Format(roman) > Page numbering start at "i" > OK

The screenshot shows the Microsoft Word interface with the 'Insert' tab selected. The 'Page Number' dropdown menu is open, and 'Format Page Numbers...' is highlighted. The 'Page Number Format' dialog box is open, showing the following settings:

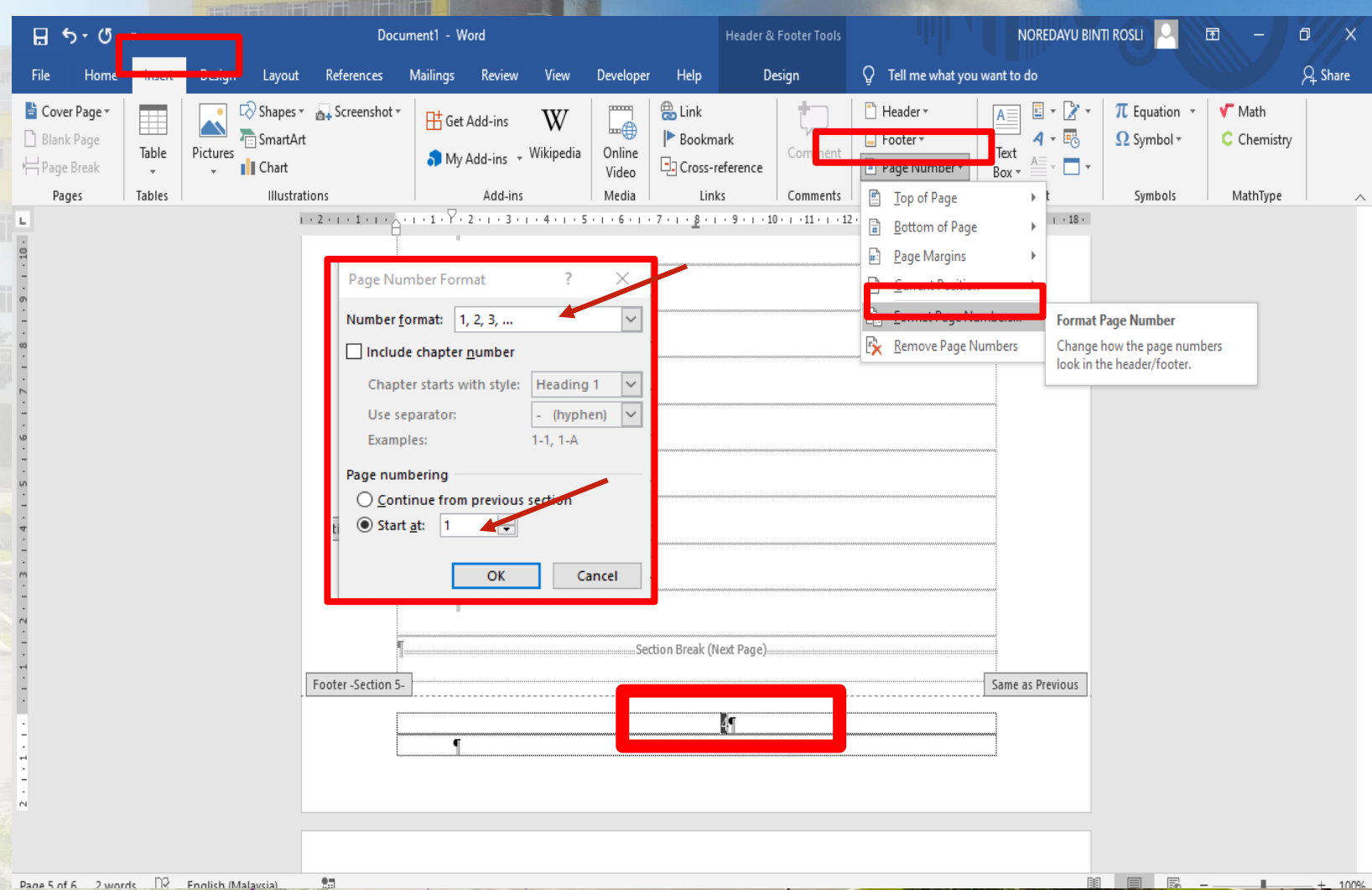
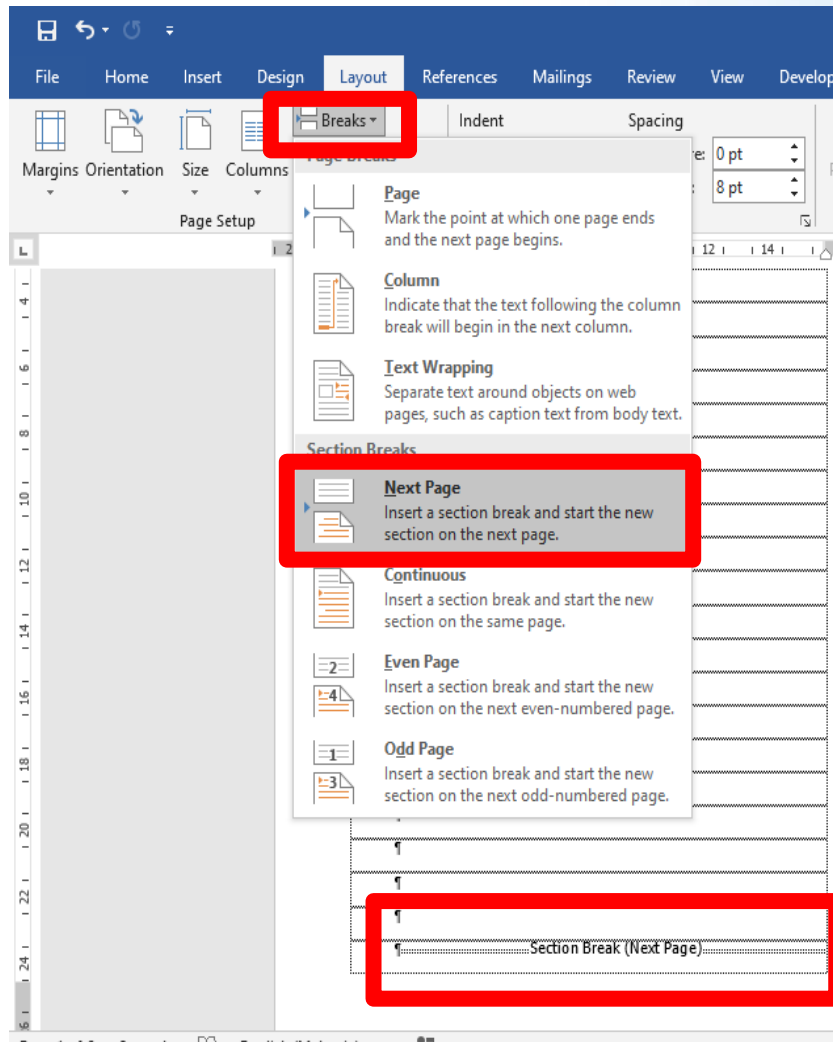
- Number format: i, ii, iii, ...
- Include chapter number:
- Chapter starts with style: Heading 1
- Use separator: - (hyphen)
- Examples: 1-1, 1-A
- Page numbering:
 - Continue from previous section
 - Start at: i

Buttons for 'OK' and 'Cancel' are visible at the bottom of the dialog box. A tooltip for 'Format Page Number' is also visible, stating: 'Format Page Number: Change how the page numbers look in the header/footer.'

CONTINUE.....HOW TO START YOUR PAGE NUMBER LATER IN YOUR DOCUMENT

STEP 4 : SET NORMAL STYLE NUMBER AFTER ROMAN NUMBER

- 1) Layout>Breaks> Next Page
- 2) Put cursor at footer> previous no is 4 but we want to change to no 1 for chapter 1 so >Insert > Page Number > format page number > page number format box appear> Select Number Format(1,2,3) > Page numbering start at "1" > OK



VIEW NAVIGATION PANE

View > Check / Show Navigation Pane

The screenshot displays the Microsoft Word interface with the 'View' ribbon selected. The 'Navigation Pane' checkbox is checked and highlighted with a red box. The Navigation pane is also highlighted with a red box, showing a search bar and a list of document sections. The document content is visible in the background, showing a chapter introduction.

CHAPTER 1.docx

File Home Insert Design Layout References Mailings Review **View** Developer Help

Read Mode Print Layout Web Layout Views

Vertical Page Movement Side to Side

Ruler
 Gridlines
 Navigation Pane

Zoom 100%

One Page
Multiple Pages
Page Width

New Window

Navigation

Search document

Headings Pages Results

TABLE OF CONTENT
TABLE OF FIGURE

CHAPTER 1.0 INTRODUCTION
1.1 BACKGROUND OF THE STUDY
1.2 INTRODUCTION

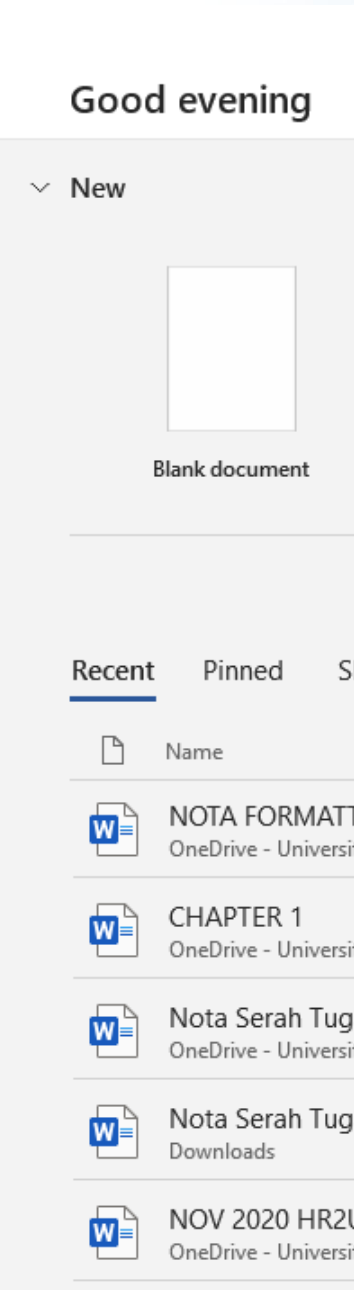
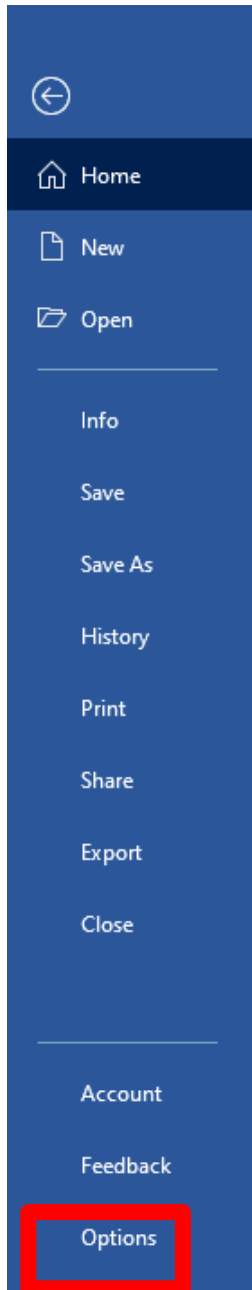
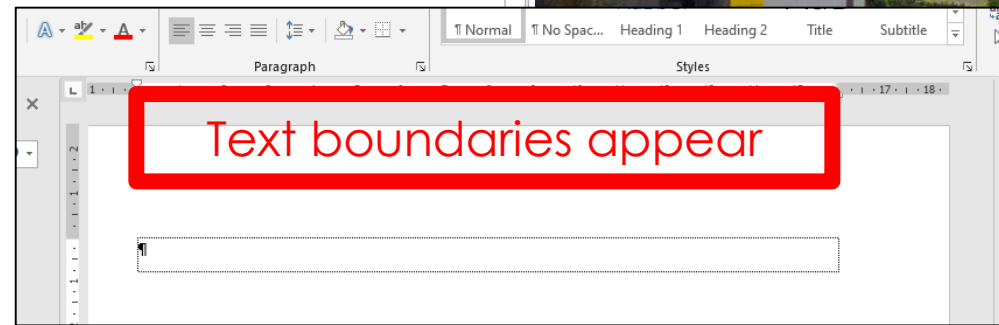
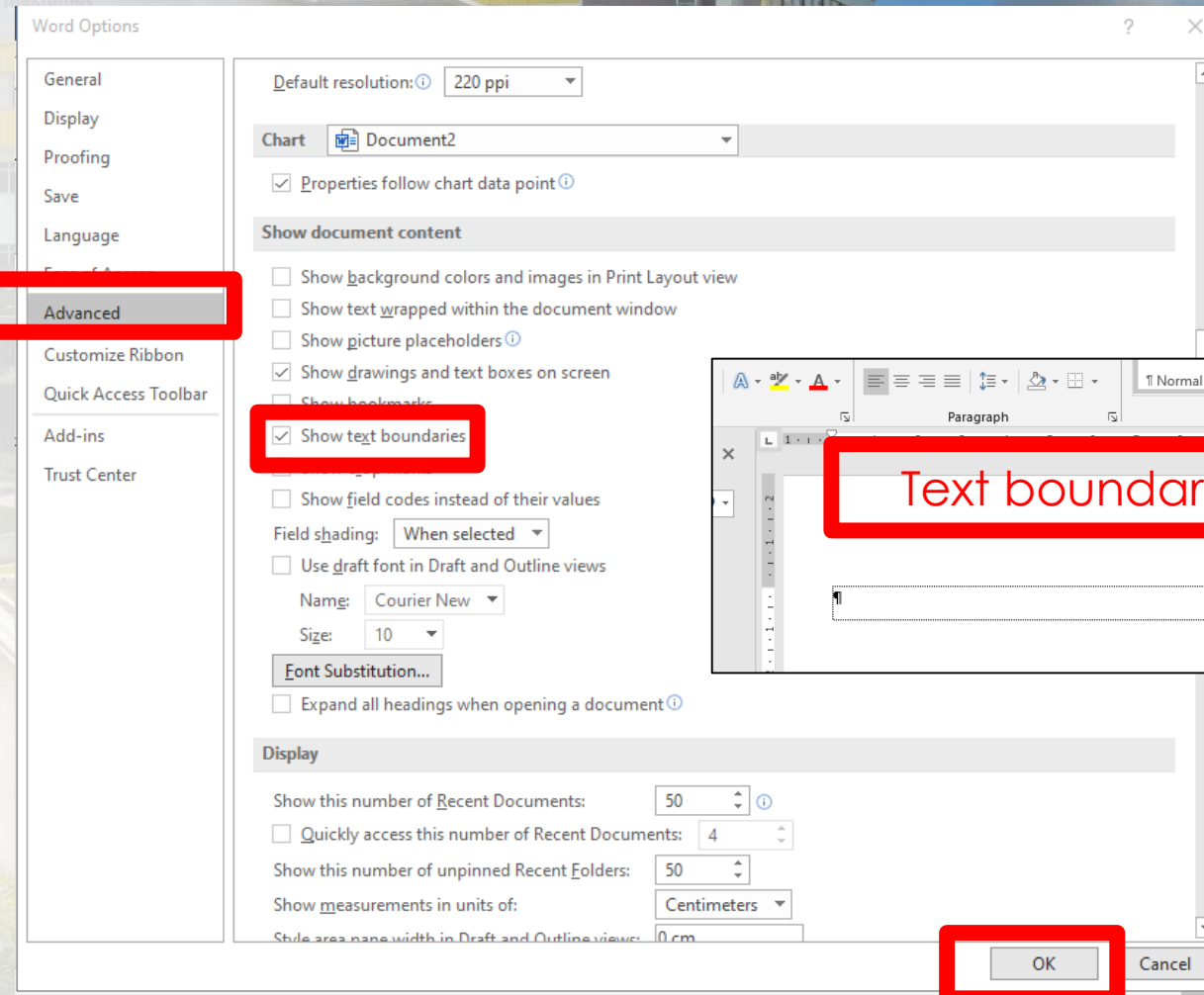
CHAPTER 1.0 INTRODUCTION

Video provides a powerful way to help you. You can paste in the embed code for the video you search online for the video that best fits your document. Word provides header, footer, cover page, and other. For example, you can add a matching cover page.

Click Insert and then choose the element you want to insert. Styles also help keep your document coordinated.

VIEW TEXT BOUNDARIES

File > Option > Advance > Show Document Content > Check Show Text Boundaries > OK



VIEW STYLES TO EASY IDENTIFY YOUR HEADING AND PARAGRAPH

Styles box > Click styles setting > Check ✓ show preview

The screenshot displays the Microsoft Word ribbon with the 'Home' tab selected. The 'Styles' group on the ribbon is highlighted with a red box, showing the 'Normal' style selected. The 'Styles' task pane on the right is also highlighted with a red box, showing a list of styles including 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', 'Subtitle', 'Subtle Emphasis', 'Emphasis', 'Intense Emphasis', 'Strong', and 'Quote'. The 'Normal' style is highlighted in the task pane. The main document area shows a text box with a cursor.

File Home Insert Design Layout References Mailings Review View Developer Help Tell me what you want to do Share

Clipboard: Paste, Cut, Copy, Format Painter

Font: Calibri (Body), 11, Bold, Italic, Underline, Text Color, Background Color

Paragraph: Bulleted List, Numbered List, Decrease Indent, Increase Indent, Paragraph Spacing, Paragraph Style, Paragraph Orientation

Styles: AaBbCcDc, AaBbCcDc, AaBbCc, AaBbCc, AaB, AaBbCcD

Find, Replace, Select, Editing, Sensitivity

Navigation: Search document, Headings, Pages, Results

Styles: Clear All, Normal, No Spacing, Heading 1, Heading 2, Title, Subtitle, Subtle Emphasis, Emphasis, Intense Emphasis, Strong, Quote

HEADING 1 FOR MAIN TOPIC

Styles box > Click styles heading 1 for topic/chapter > type in text boundaries
Heading 1/Main Chapter Auto added at Navigation pane
Right Click heading style to modify style

The screenshot displays the Microsoft Word interface with the following elements:

- Navigation Pane:** Located on the left, it shows a search bar and tabs for 'Headings', 'Pages', and 'Results'. Under 'Headings', 'CHAPTER 1 INTRODUCTION' is listed and highlighted.
- Styles Pane:** Located on the right, it shows a list of styles including 'Normal', 'No Spacing', 'Heading 1', 'Heading 2', 'Title', and 'Subtitle'. The 'No Spacing' style is highlighted with a red box.
- Modify Style Dialog:** A dialog box is open in the center, titled 'Modify Style'. It shows the 'Name' as 'Heading 1' and the 'Style type' as 'Linked (paragraph and character)'. The 'Style based on' is set to 'Normal'. The 'Formatting' section shows 'Calibri Light (Headings)', '16 pt', and 'Bold'. The 'Style for following paragraph' is set to 'Normal'. The dialog also includes options to 'Add to the Styles gallery' and 'Automatically update', and radio buttons for 'Only in this document' and 'New documents based on this template'. The 'OK' and 'Cancel' buttons are at the bottom.
- Document Content:** The main text area shows 'CHAPTER 1 INTRODUCTION' with a dotted border around it, indicating it is selected.
- Red Arrows:** Three red arrows originate from the text box above. One points to the 'No Spacing' style in the Styles pane. Another points to the 'Heading 1' style in the Styles pane. The third points to the 'Modify Style' dialog box.

HEADING 2 FOR SUB TOPIC

Styles box > Click styles heading 2 for Title/chapter > type in text boundaries
Heading 2 (sub topic/chapter will auto added at Navigation pane
Right Click heading style to modify style

The screenshot illustrates the steps to apply a Heading 2 style in Microsoft Word. The ribbon at the top shows the 'Home' tab with the 'Styles' group. The 'Heading 2' style is highlighted in the Styles gallery. The Navigation pane on the left shows the document structure, with '1.1 BACKGROUND OF THE STUDY' selected. The Styles task pane on the right shows the 'Heading 2' style selected. A 'Modify Style' dialog box is open, showing the properties for 'Heading 2', including the name, style type, and formatting options.

Modify Style

Properties

Name: Heading 2

Style type: Linked (paragraph and character)

Style based on: Normal

Style for following paragraph: Normal

Formatting

Calibri Light (Headings) 13

Font: (Default) +Headings (Calibri Light), 13 pt, Font color: Text 1, Space Before: 2 pt, After: 0 pt, Keep with next, Keep lines together, Level 2, Style: Linked, Hide until used, Show in the Styles gallery, Priority: 10

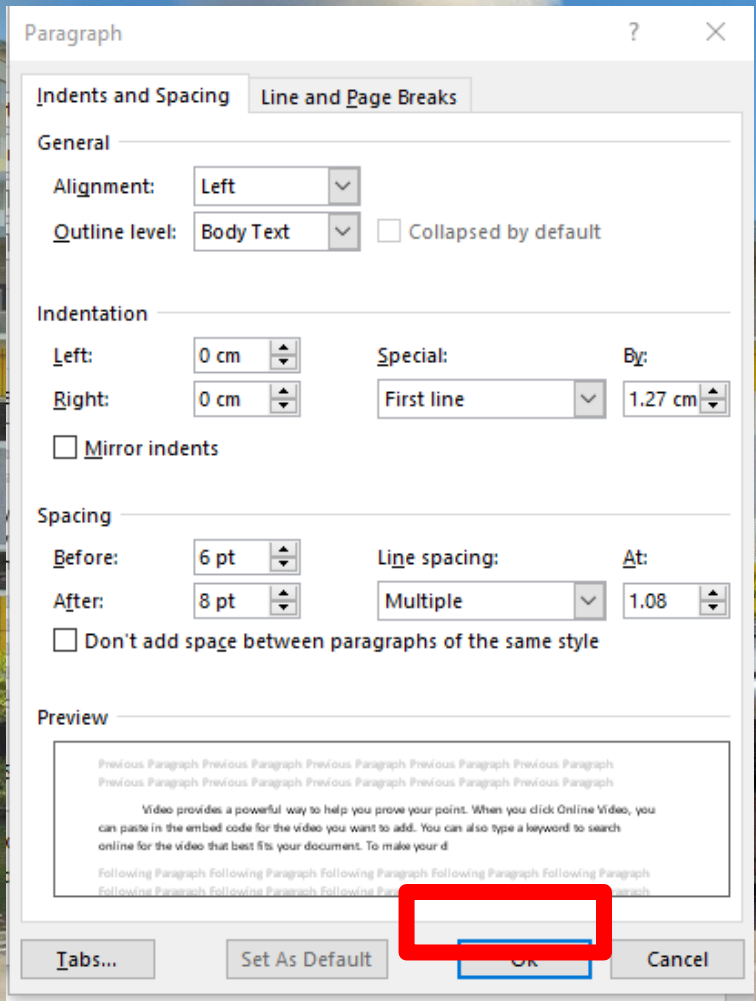
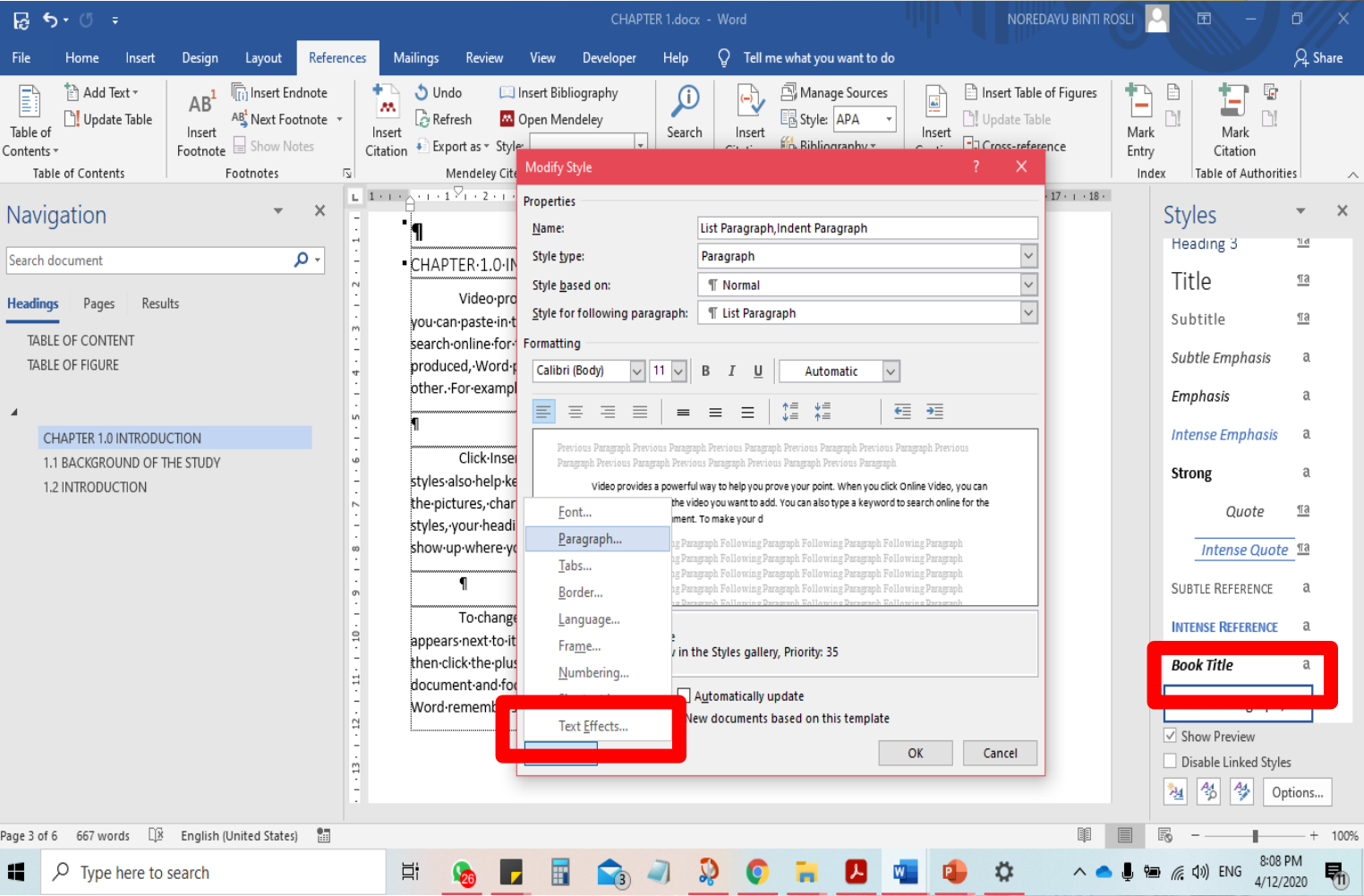
Add to the Styles gallery Automatically update

Only in this document New documents based on this template

Format OK Cancel

SETTING ALIGNMENT, INDENTATION AND SPACING IN PARAGRAPH

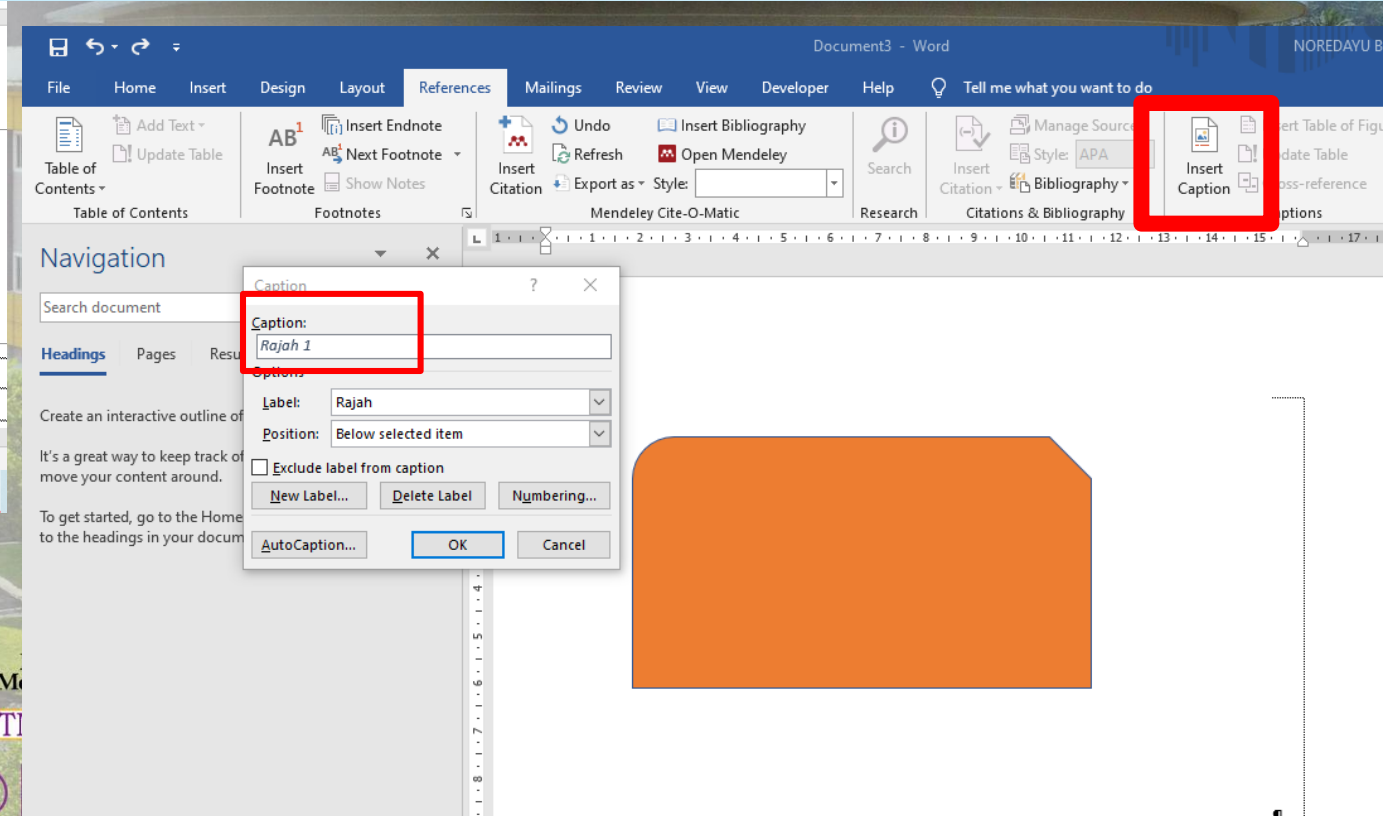
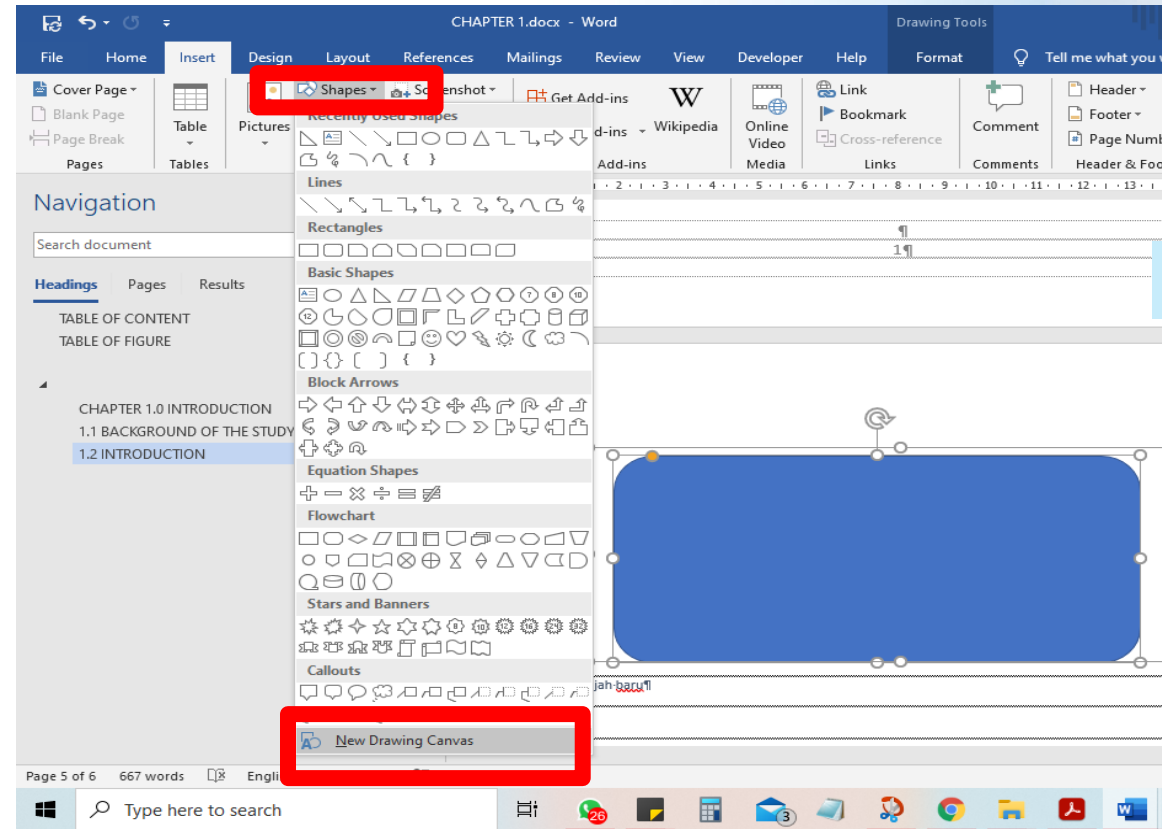
Styles > click tab Modify > Format > Paragraph > Adjust alignment, indentation and spacing following your FYP format > OK



Insert > Shapes > Click New Drawing Canvas

INSERT SHAPE AND CAPTION

References > Caption-Insert Caption > create setting > OK

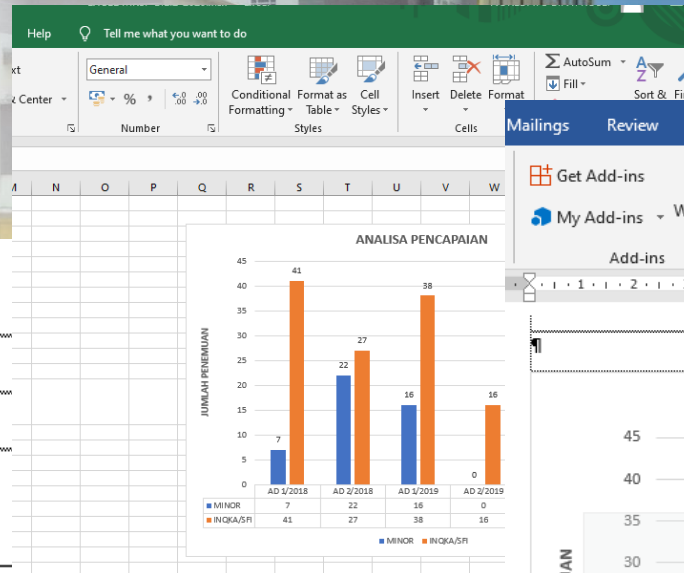


INSERT TABLE AND GRAPH

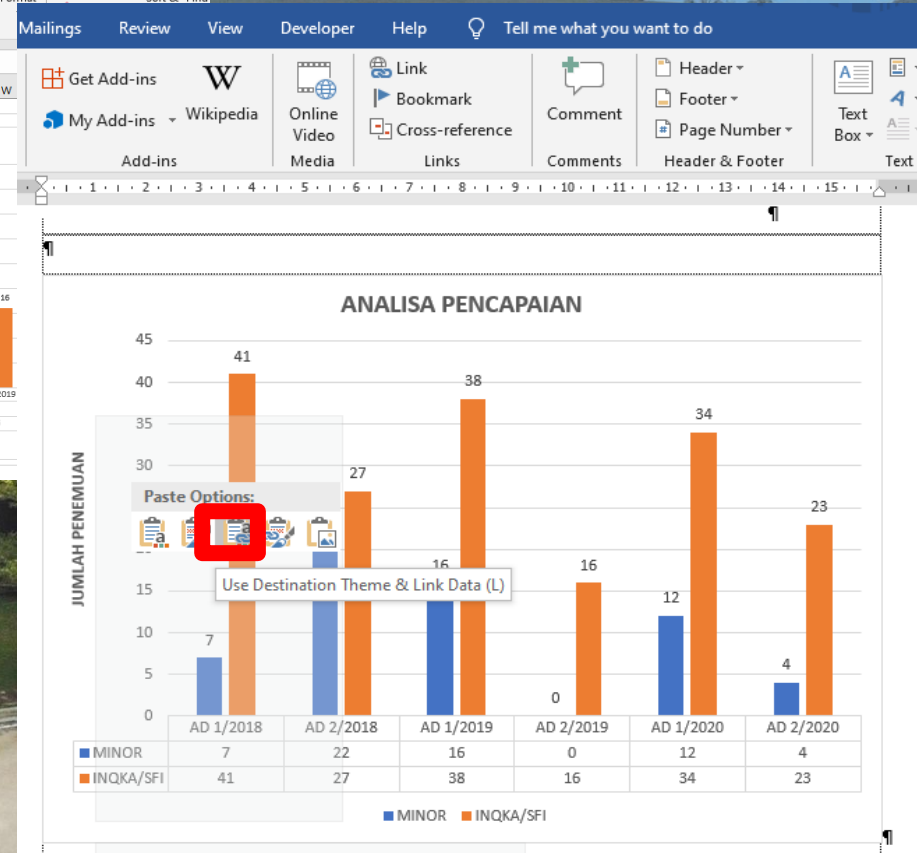
Insert table: copy from excel > at ms word, right click> paste option , choose no 3 icon (link & keep sources formatting)

Insert Graph : copy from excel > at ms word, right click> paste option , choose no 3 icon (use destination theme and link data)

	MINOR	Peningkatan /Penurunan	%	INQKA/SFI	Peningkatan /Penurunan	%
AD 1/2018	7			41		
AD 2/2018	22	15	214	27	-14	-34
AD 1/2019	16	-6	-27	38	11	41
AD 2/2019	0	-16	-100	16	-22	-58
AD 1/2020	12	12	#DIV/0!	34	18	113
AD 2/2020	4	-8	-67	23	-11	-32



	MINOR	Peningkatan /Penurunan	%	INQKA/SFI	Peningkatan /Penurunan	%
AD-1/2018	7	15	214	41	-14	-34
AD-2/2018	22	-6	-27	38	11	41
AD-1/2019	0	-16	-100	16	-22	-58
AD-1/2020	12	12	#DIV/0!	34	18	113
AD-2/2020	4	-8	-67	23	-11	-32



INSERT BREAKS : SECTION BREAKS

Put Cursor at end paragraph > Layout > Breaks > Choose Next Page (Section break)

The screenshot displays the Microsoft Word interface with the 'Layout' ribbon selected. The 'Breaks' dropdown menu is open, showing options for Page, Column, Text Wrapping, and Section Breaks. The 'Next Page' option under Section Breaks is highlighted with a red box. The document content shows a paragraph ending with a section break symbol (a double line with a small square) at the end of the line. The 'Next Page' option is also highlighted with a red box in the document content area.

CHAPTER 1.docx - Word

File Home Insert Design **Layout** References Mailings Review View Developer Help Tell me what you want to do

Margins Orientation Size Columns **Breaks** Indent Spacing

Page Setup

Navigation

Search document

Headings Pages Results

TABLE OF CONTENT

TABLE OF FIGURE

CHAPTER 1.0 INTRODUCTION

1.1 BACKGROUND OF THE STUDY

1.2 INTRODUCTION

Page

Mark the point at which one page ends and the next page begins.

Column

Indicate that the text following the column break will begin in the next column.

Text Wrapping

Separate text around objects on web pages, such as caption text from body text.

Section Breaks

Next Page

Insert a section break and start the new section on the next page.

Continuous

Insert a section break and start the new section on the same page.

Even Page

Insert a section break and start the new section on the next even-numbered page.

Odd Page

Insert a section break and start the new section on the next odd-numbered page.

Position Wrap Bring Send Selection Group Rotate

Text Forward Backward Pane

Align

Arrange

6 pt

8 pt

3 4 5 6 7 8 9 10 11 12 13 14 15

vides a powerful way to help you prove your point. When you click Online Video, the embed code for the video you want to add. You can also type a keyword to search for a video that best fits your document. To make your document look professionally, you can add a matching cover page, header, and sidebar.

and then choose the elements you want from the different galleries. Themes and graphics change to match your new theme. When you apply styles, the way a picture fits in your document, click it and a button for layout options. When you work on a table, click where you want to add a row or a column, and sign. Reading is easier, too, in the new Reading view. You can collapse parts of the text you want. If you need to stop reading before you reach the end, word remembers where you left off—even on another device.

Section Break (Next Page)

PAGE ORIENTATION

1) Put Cursor at end paragraph > Layout > Breaks > Choose Next Page (Section break)

2) Go to next page for changing orientation > page layout > orientation > landscape

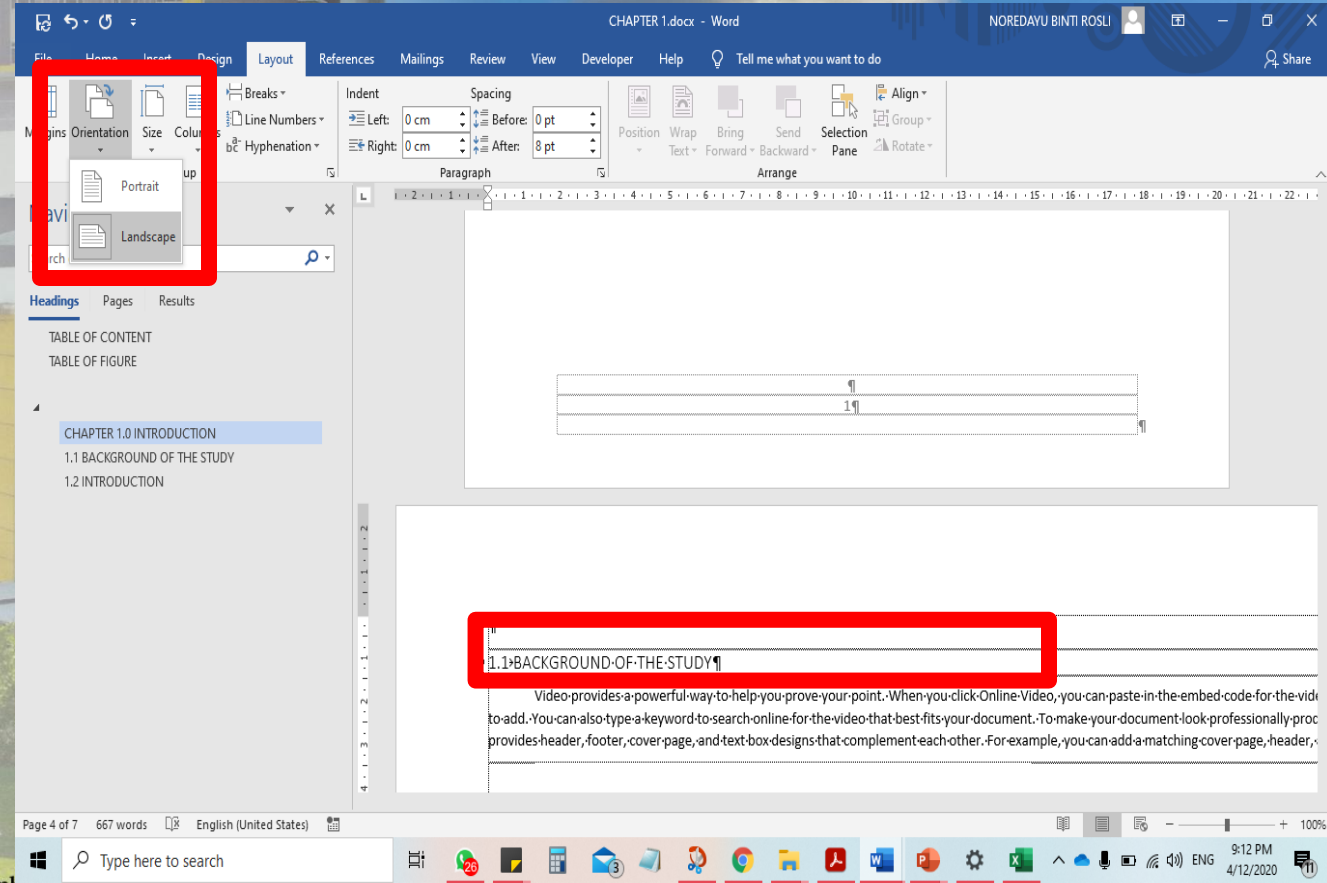
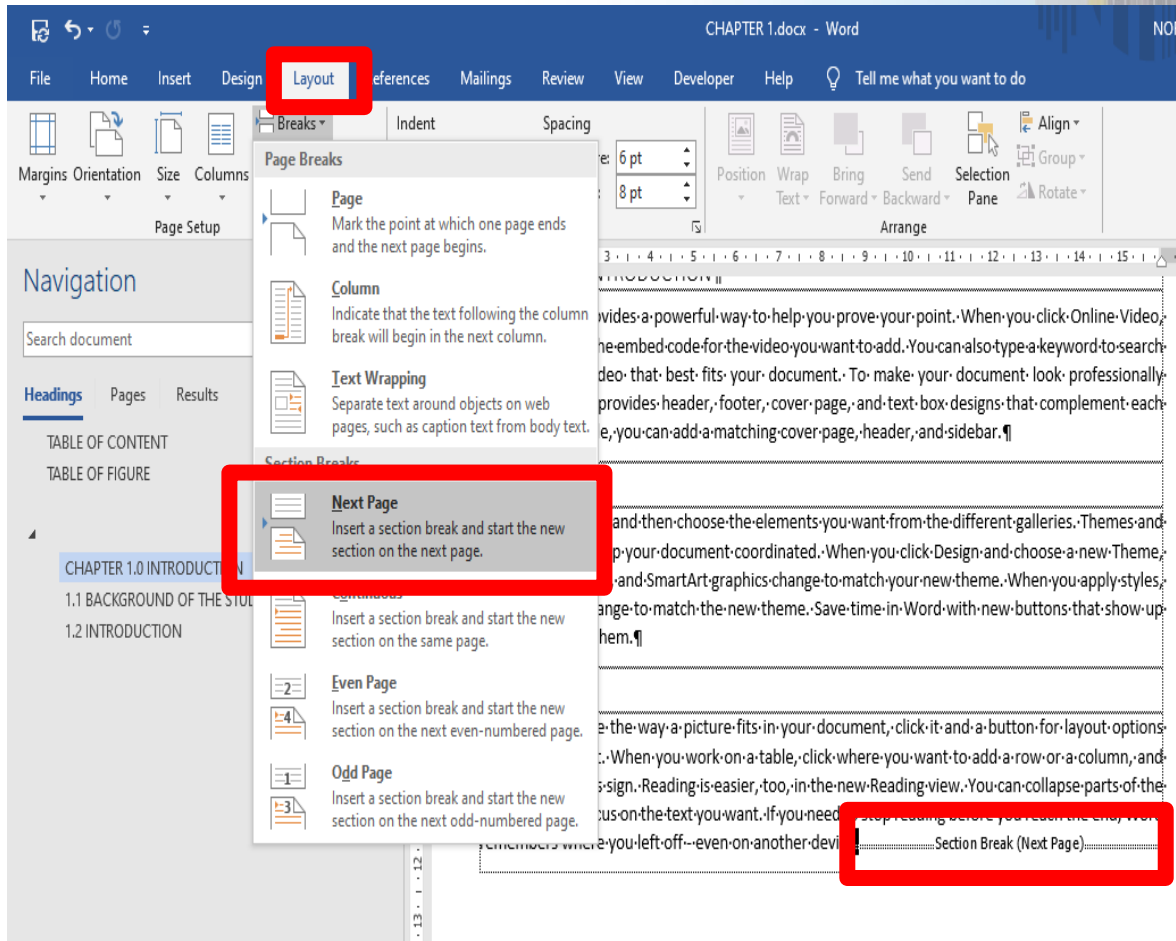


TABLE OF CONTENT (TOC)

The screenshot shows the Microsoft Word interface with the References ribbon selected. The 'Table of Contents' icon in the 'Table of Contents' group is highlighted with a red box. The 'Styles' pane on the right shows 'Heading 1' selected with a red box. The 'Table of Contents' dialog box is open, showing the 'Table of Contents' tab. The 'Table of Contents' group in the ribbon also has a 'Custom Table of Contents...' option highlighted with a red box. The main document area shows a table of contents with the title 'TABLE-OF-CONTENT' and several entries with page numbers.

- Place your cursor where you want your table of contents to be. **Choose Heading 1 style for the title of TOC to ensure it appear at navigation pane.**
- On the **References Ribbon**, in the Table of Contents Group, click on the arrow next to the Table of Contents icon, and select Custom Table of Contents.
- If you want to **change the style** of your table of contents (e.g. you want more space between the items on level 1 and level 2 of your table of contents, or you want all your level 1 items to be bold), click on the Modify button, select the TOC level you want to change, then click the Modify button to do so.
- If you want to **change which headings appear** in your table of contents, you can do so by changing the number in the Show levels: pulldown.
- Click OK to insert your table of contents

TABLE OF FIGURE (TOF) FROM IMAGE AND GRAPH CAPTION

Choose Heading 1 style for the title of TOF to ensure it appear at navigation pane > Reference > insert table of figure > modify style if needed> OK > Type the title and Place your cursor where you want your table of figure to be> OK

The image is a composite screenshot of Microsoft Word illustrating the steps to create a Table of Figures (TOF). The background shows a building with the sign "Pustakaan Tun Abdul Razak (PTAR)".

- References Tab:** The "Insert Table of Figures" button is highlighted with a red box.
- Table of Figures Dialog:** The "Table of Figures" dialog box is open, showing a list of figures (Rajah 1 to 5) and their page numbers. The "Table of Figures" tab is selected. The "Table of figure" text is highlighted with a red box.
- Styles Task Pane:** The "Styles" task pane is open, showing the "Table of Figures" style selected. The "Heading 1" style is also highlighted with a red box.
- Navigation Pane:** The "Navigation" pane is open, showing the "TABLE OF FIGURE" heading highlighted with a red box.
- Document Content:** The document content shows the "TABLE-OF-FIGURE" heading and a list of figures with page numbers: "Rajah-1:-Rajah-Ujilari 2", "Rajah-2:-Rajah-baru 3", and "Section Break (Next Page).....".

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