

THURSDAY TRAINING

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d'madd
Digital Maldives for
Adaptation, Decentralization
and Diversification





Navigating New Horizons

The DMADD team carries out monthly workshops named 'ThursdayTraining'. These short trainings aim to facilitate knowledge sharing among its members. The sessions are planned to be conducted on the last Thursday of every month.

The primary objective of these workshops is to enhance mutual understanding and upskilling among team members, ultimately contributing to the achievement of the project's overarching goals. The D'MADD team will share insights related to their work as well as have the chance to impart valuable experiences and life lessons that could benefit the entire team.

This initiative not only promotes professional growth but also strengthens the bonds within the DMADD team, setting a positive tone for collaborations and teamwork.



Dr. Ibrahim Waheed

Project Manager



Ahmed Haleem

Communications Specialist



Ahlam Abdul Sattar

Finance Management Specialist



Shama Ahmed Rasheed

Procurement Specialist



Fathimath Shafa Hussain

Project Officer



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dmadd.gov.mv

Office Tips and Tricks: MSWord |FORM CONTROLS

27 February 2025



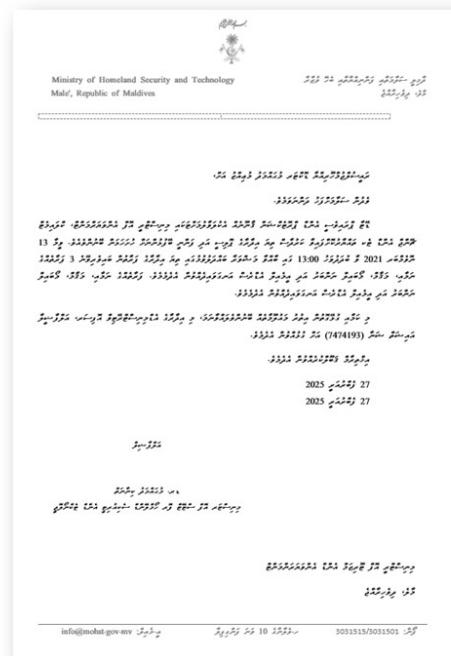
During todays session, Communications specialist demonstrated how to use Microsoft Word Developer tools to create templates. These include automated tools that helps to save time on recurring tasks.

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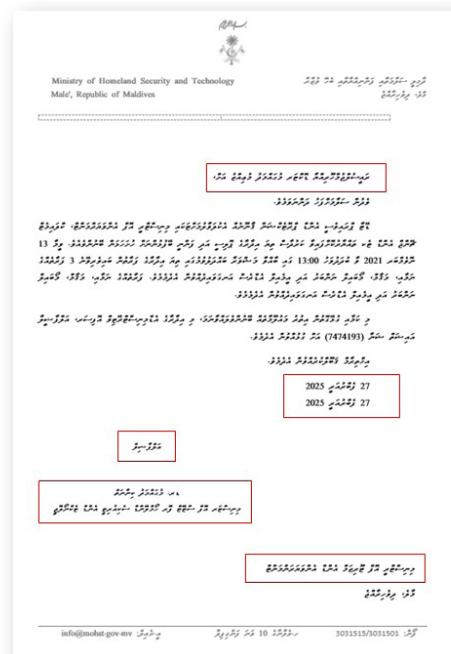
Office Tips and Tricks: MSWord |FORM CONTROLS

Ahmed Haleem



**A simple document such as a letter
has lots of changing parts**

- Letter the addressee
- Person who is signing
- Their job title
- Letter Date

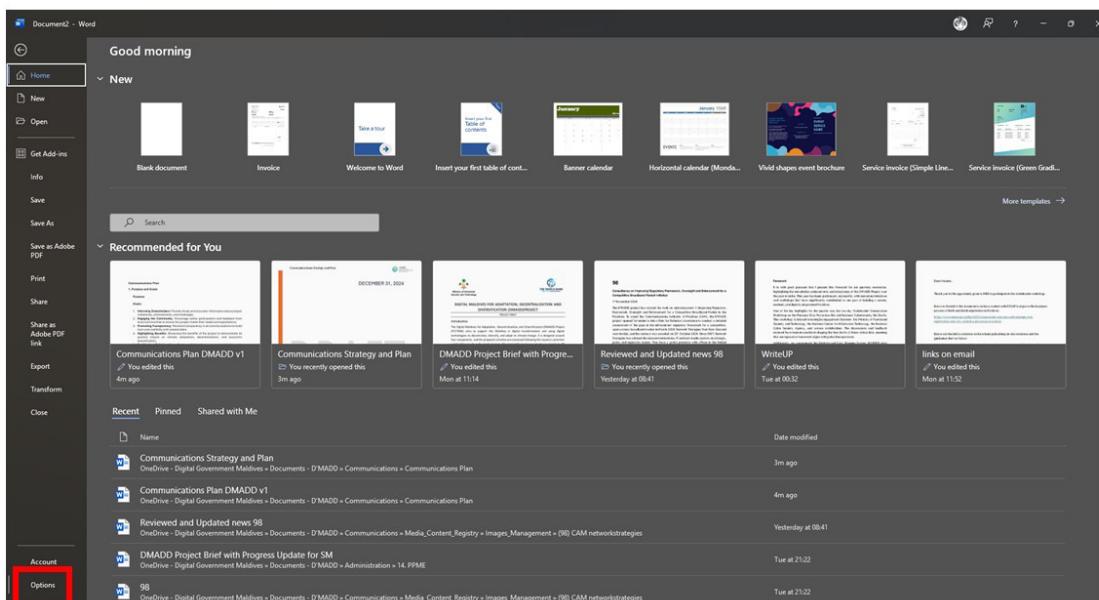


A simple document such as a letter has lot of changing parts

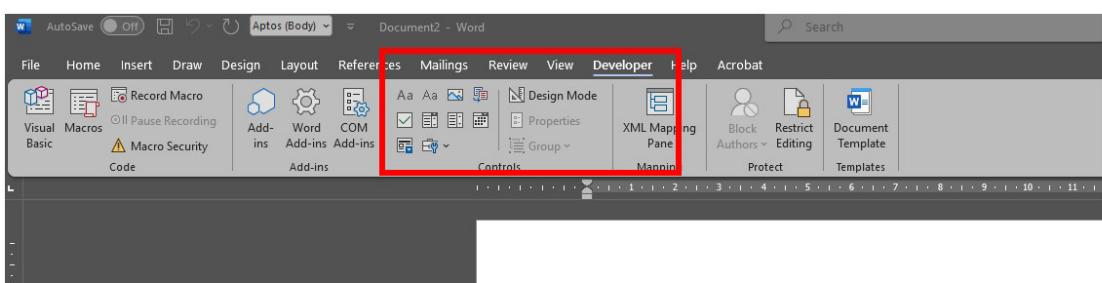
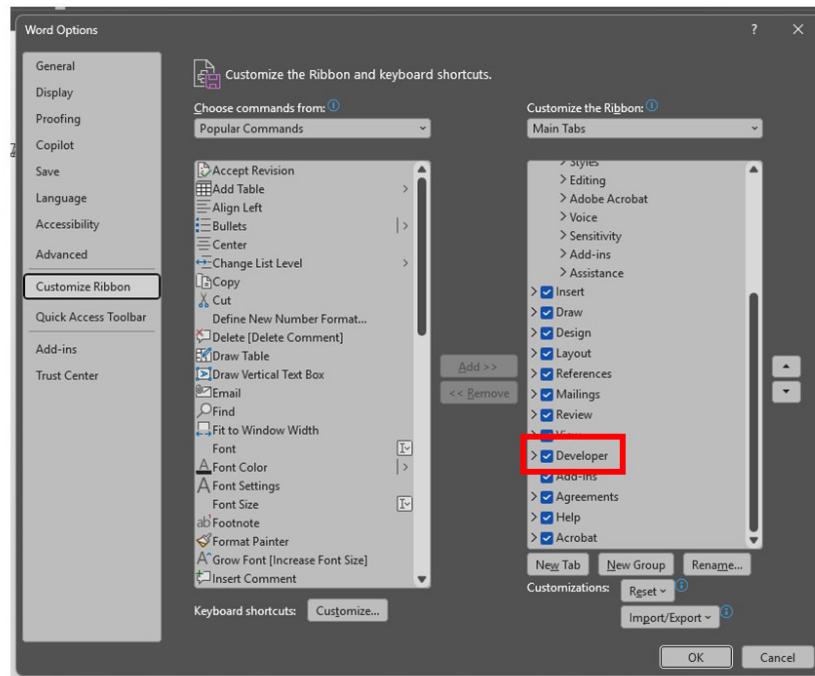
- Letter addressee
- Person who is signing
- Their job title
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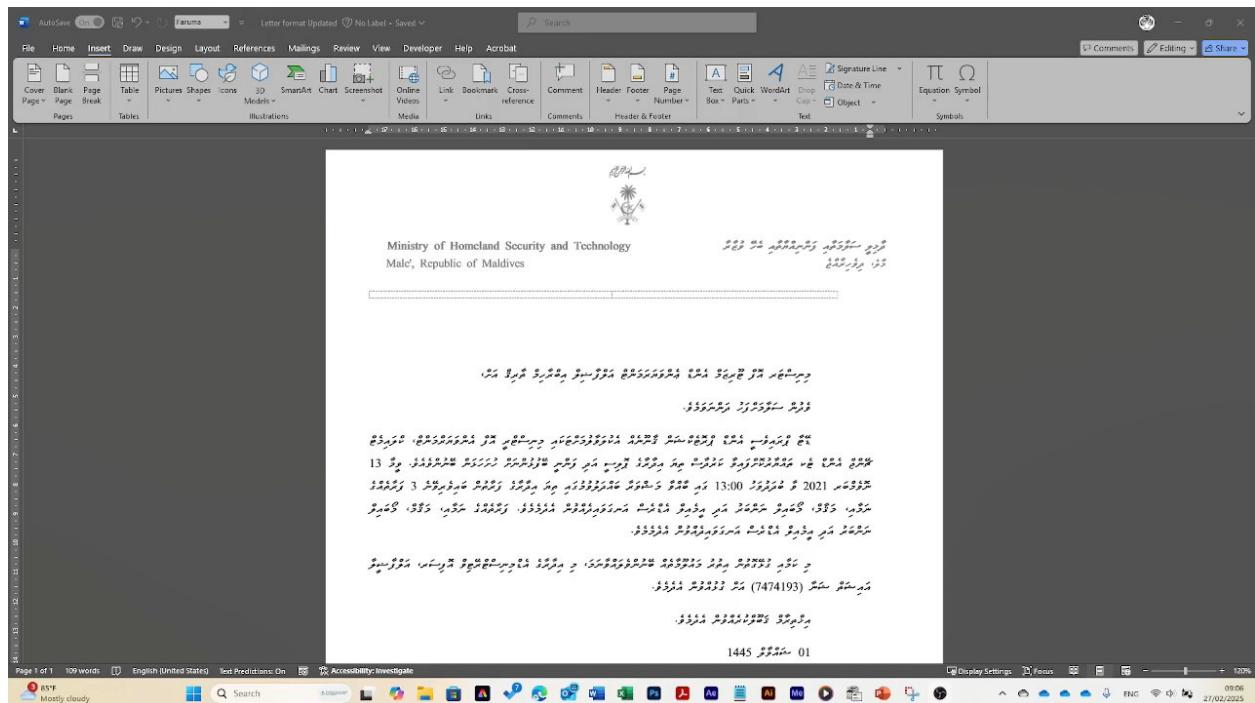
Forms Control in Developer Tools to save time.

Dropdown Box: Spellchecking names, titles,
Date Control: Verifying dates on calendar



Ahmed Haleem
Communications Specialist







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Ministry of Homeland
Security and Technology

