

Status Employment Services

Advanced MS Word self paced course

Course Locations: Marion and Modbury



Content:

- Customising the screen
- Using and managing styles
 - Table of contents
- Working with columns
 - Headers and footers
 - Merging
- Using graphics/word art
 - Macros and tabs

Course duration is 3 sessions x 3 hours.

Clients are expected to wear neat casual attire.

Mobile phones must be switched off or on silent.

**Participants who complete will receive a
Statement of Attendance**

**For course bookings or more information contact
STATUS on 8346 3044**