

# Status Employment Services

## Basic MS Excel self paced course

### Course Locations: Marion and Modbury



#### Content:

##### Basic Orientation

- A simple workbook
- Selecting ranges
- Creating formulas
  - Formatting
  - Functions
  - Filtering
  - Charting

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**