

Status Employment Services

Basic MS Word self paced course

Course Locations: Marion and Modbury



Content:

- Opening and changing documents
 - Formatting
 - Working with text
 - Copying and moving
- Tabs, bullets and numbers
 - Tables
 - Page settings

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**