

Tuesday  
21 February, 2017

# Microsoft® Excel 2016

## Advanced level

In this 4 hour Advanced Microsoft® Excel course you will learn the skills necessary to use pivot tables, audit and analyse worksheet data, utilise data tools, how to manipulate data using advanced sort and filter functions. Also covers working with multiple large spreadsheets and how to link data to create summary sheets.

Topics in this 4 hour course:

- Create pivot table;
- Create, use, edit and manage macros;
- Formulas/functions nesting;
- Working on large spreadsheets;
- Advanced sort and filter;
- Import and export data;
- Protecting data and; Microsoft Excel Shortcut keys.



Come and learn how to be more proficient with Excel!

**MAXIMUM OF UP TO 10 PARTICIPANTS, PER CLASS**

<b>DATE:</b>	Tuesday 21 February, 2017	
<b>TIME:</b>	12.00pm – 4.00pm	
<b>TRAINER:</b>	Astrid Morris - Bookkeeping & IT Solutions	
<b>VENUE:</b>	Master Builders, Level 3, 35 - 37 Havelock Street, West Perth	
<b>COST:</b>	<u>Course Fee</u>	<u>Total</u>
	MBA Member eligible for CTF subsidy	\$300.00 - \$120.00 <sup>^</sup> <b>\$180.00*</b>
	Non-member eligible for CTF subsidy	\$350.00 - \$120.00 <sup>^</sup> <b>\$230.00*</b>
	MBA Member	\$300.00 <b>\$300.00*</b>
	Non-member	\$350.00 <b>\$350.00*</b>

If you require further assistance, please contact us on **9476 9800** or email [training@mbawa.com](mailto:training@mbawa.com)



*The Construction Training Fund provides funding support for training of eligible workers in the construction industry.  
We acknowledge the support of the Construction Training Fund in reducing costs of training for eligible workers.*

\*Prices subject to change. <sup>^</sup>Construction Training Fund (CTF) subsidy available for eligible course participants.  
This course is GST free.



Bookkeeping & IT Solutions  
early help for your business

## MICROSOFT® EXCEL 2016 - INTERMEDIATE/ADVANCED

Tuesday 21 February, 2017 12.00pm – 4.00pm

**Please Note:** This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee may apply.

### PARTICIPANT DETAILS:

Surname:	First name:
Date of birth:	
Mobile:	Email:
Home address:	
Suburb:	Postcode:
Job/Trade title:	
Job description (brief detail):	

### EMPLOYER/COMPANY DETAILS:

Master Builders member name:		
Employer/company name:		
Address:		
Suburb:	Postcode:	
Contact name:	Email:	
Phone:	Fax:	Mobile:
Please <u>tick</u> the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

### PAYMENT & REGISTRATIONS DETAILS

*Payment must be received prior to the course date to secure your place & receive your confirmation.*

**EMAIL:** training@mbawa.com      **FAX:** 9476 9881

**POST:** Master Builders Training Department, P.O. Box 167, West Perth WA 6872

Course Costs	Master Builder member	Non-member
Eligible for CTF subsidy	\$180.00 per person	\$230.00 per person
Not eligible for CTF subsidy	\$300.00 per person	\$350.00 per person

*Please note that course costs subject to change. This course is GST free.*

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/>	<b>Amount: \$</b>
Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>	
Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _	
Cardholders name:	Signature:	
You <u>must</u> quote your <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit.		

<b>Cancellation Notice</b>	<i>A refund will not be provided for no shows on the day of the course, or cancellations less than 5 working days prior to the course date. You may, however, substitute another person up to 24 hours prior to the course.</i>
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To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)