

PERTH METRO

Tuesday  
15 August, 2017

# Microsoft® Excel 2016

## Basic to Intermediate Level

In this 4 hour course you will learn how to use Microsoft® Excel's basic functions. Learn how to best enter and organise data, perform calculations with simple functions. Work with multiple worksheets, format the appearance of your data and cells.

Topics in this 4 hour course include:

- Introduction to Microsoft Excel;
- Creating formulas & functions;
- Formatting rows, columns, cells and data;
- Adjusting rows and columns;
- Finding, replacing and sorting data;
- Working with alignment and text wrap;
- Charts;
- Password-protecting worksheets & workbooks;
- Microsoft Excel Shortcut keys;
- Function Keys; and other useful shortcut keys.



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

**DATE:** Tuesday 15 August, 2017  
**TIME:** 8.30am – 12.30pm  
**TRAINER:** Astrid Morris - Bookkeeping & IT Solutions  
**VENUE:** Master Builders, Level 3, 35 - 37 Havelock Street, West Perth  
**COST:**

	<u>Course Fee</u>	<u>Total</u>
MBA Member eligible for CTF subsidy	\$300.00 - \$124.00 <sup>^</sup>	<b>\$176.00*</b>
Non-member eligible for CTF subsidy	\$350.00 - \$124.00 <sup>^</sup>	<b>\$226.00*</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.



**MICROSOFT® EXCEL 2016 – Basic to Intermediate level**  
 Tuesday 15 August, 2017 8.30am - 12.30pm

**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:**

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

**EMPLOYER/COMPANY DETAILS:**

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

**PAYMENT 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	\$176.00 per person	\$226.00 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>
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<b>Credit Card Details (please tick):</b>	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
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<b>Card number:</b> _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	<b>Expiry date:</b> _ _ / _ _
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<b>Cardholders name:</b>	<b>Signature:</b>
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You must quote your **INVOICE NUMBER** 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)**