

Tuesday  
 3 May, 2016

# Microsoft® Excel

## basic

In this 4 hour course you will learn how to use Microsoft® Excel's basic functions. This course introduces you to the primary functions, features, tools and techniques of this dynamic and value-adding application.

### Topics in this course:

- Getting started;
- Manoeuvring in Excel;
- Entering and Editing Data;
- Formatting Cells using the buttons on the ribbon;
- Manipulating a Worksheet/book;
- Excel File Functions;
- Basic Functions;
- Microsoft Excel Shortcut keys;
- Function Keys; and
- other useful shortcut keys.



**Great course for beginners to get started!**

<b>DATE:</b>	Tuesday 3 May, 2016		
<b>TIME:</b>	8.30am – 12.30pm		
<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 **9441 8000** 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 - BASIC

Tuesday 3 May, 2016 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 will 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>
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Credit Card Details (please tick):	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
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Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Expiry date:    _ _ / _ _
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Cardholders name:	Signature:
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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)