

# Microsoft® EXCEL Basic

Do you find spreadsheets useful, but just don't have the skills to set them up properly?



In this 4 hour course you will learn how to use Microsoft® Excel's basic functions, including how to create and format a spreadsheet to produce business documents. This course will also teach you how to use formula and how to create a variety of charts to display spreadsheet data.

- Introduction to Microsoft Excel
- Creating Excel workbooks
- Formatting the spreadsheet
- Cut and Copy text and data
- Creating charts
- Page setup and printing

**DATE:** Tuesday 14 April, 2015

**TIME:** 8.30am - 12.30pm

**VENUE:** Master Builders' Training Centre, 594 Hay Street, Jolimont

**TRAINER:** Alex Lu - Australian Institute of Technology Transfer (AITT)

**COST:**

	Course Fee	Total
MBA Member	\$300.00	<b>\$300.00*</b>
MBA Non-member	\$350.00	<b>\$350.00*</b>
MBA Member eligible for CTF subsidy	\$300.00 - \$116.00 <sup>^</sup>	<b>\$184.00*</b>
Non-member eligible for CTF subsidy	\$350.00 - \$116.00 <sup>^</sup>	<b>\$234.00*</b>

If you require further assistance please contact Carolyn Fitzgerald, Training Coordinator on **9441 8020** 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



**REGISTRATION FORM - Microsoft® Excel - basic**

*Please Note: This course is subsidised by the Construction Training Fund. The CTF requires that each participants personal contact details be provided, otherwise the full fee applies.*

<b>Course Time:</b> 8.30am – 12.30pm	<b>Course Date:</b> Tuesday 14 April, 2015
<b>Full Name of Participant:</b>	
<b>Participants Date of Birth:</b>	
<b>Residential Address of Participant:</b>	
<b>Suburb:</b>	<b>Postcode:</b>
<b>Mobile phone contact:</b>	
<b>Email address:</b>	
<b>Participant Job Title:</b>	
<b>Job Description (brief detail):</b>	

<b>Company/Employer:</b>		
<b>Address:</b>		<b>Postcode:</b>
<b>Contact person:</b>		
<b>Phone:</b>	<b>Fax:</b>	<b>Mobile:</b>
<b>Email:</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 and Registration Details**

<b>Registration</b>	To guarantee your place on the course please return form, with fees, to: <b>FAX: 9441 8001</b> <b>EMAIL: training @mbawa.com</b> <b>POST: Master Builders Training Centre, 594 Hay Street, Jolimont 6014</b>
<b>Eligible for CTF</b>	MBA member \$184.00 p.p. .... non-member \$234.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member \$300.00 p.p. .... non-member \$350.00 p.p. ....
<b>Course costs subject to change. This course is GST free</b>	

<b>Method of Payment</b>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	<b>Amount: \$</b>
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<b>Credit Card Details:</b>	Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/>
Card number: ___ ___ / ___ ___ / ___ ___ / ___ ___	Expiry Date: ___ / ___
Cardholders Name:	Signature:

You must please quote **INVOICE NUMBER** as the reference when paying by Direct Deposit

<b>Cancellation Notice</b>	<i>Please note: fees should accompany registration form. A refund will only be provided if at least 48 hours working/business days notice is given. You may, however, substitute another person.</i>
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on **9441 8000** or email [training@mbawa.com](mailto:training@mbawa.com)