

# MS PROJECT® 2013

## Basic

Microsoft® Project is one of the world's most popular project management software applications. This course introduces you to the primary functions, features, tools and techniques of this dynamic and value-adding application.

- Introduction to the various components that make up the software package;
- Build a basic list of tasks grouped under summary tasks;
- Create a project calendar with working hours relevant to your organisation;
- Add public holidays and any company closure times to the project calendar;
- Create this calendar as a default for all projects;
- Link the tasks in your task list in the order in which they are going to be done;
- Learn about task relationships and task dependencies;
- Format your Gantt chart;
- Format your task list;
- Format the various views you use;
- Review the standard reports provided in MS Project.

**DATE:** Monday 2 February, 2015  
**TIME:** 8.30am – 4.00pm  
**VENUE:** Master Builders' Training Centre, 594 Hay St, Jolimont  
**TRAINER:** Jackie in't Veld (BCom.) – X-Pert Group (Australia)

	<u>Course Fee</u>	<u>Total</u>
MBA Member	\$500.00	<b>\$500.00*</b>
Non-member	\$550.00	<b>\$550.00*</b>
MBA Member eligible for CTF subsidy	\$500.00 - \$232.00^	<b>\$268.00*</b>
Non-member eligible for CTF subsidy	\$550.00 - \$232.00^	<b>\$318.00*</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. ^Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.



## REGISTRATION FORM - MS Project® 2013 Basic (mbms)

**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.

Course Time: <b>8.30am – 4.00pm</b>	Course Date: <b>Monday 2 February, 2015</b>
Participants first name:	Surname:
Participants birth date:	
Participants home address:	
Suburb:	Postcode:
Participants mobile phone contact:	
Participants email address:	
Participants job title:	
Job Description (brief detail):	

Company/Employer:		
Address:		Postcode:
Contact person:		
Phone:	Fax:	Mobile:
Email:		
Please <b>tick</b> the industry sector in which you work	Commercial <input type="checkbox"/>	Housing <input type="checkbox"/> Engineering <input type="checkbox"/>

### Payment and Registration Details

Registration	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 \$268.00 p.p. .... non-member \$318.00 p.p. ....
<b>Not eligible for CTF</b>	MBA member \$500.00 p.p. .... non-member \$550.00 p.p. ....
<i>Course costs subject to change. This course is GST free.</i>	

Method of Payment	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> EFT <input type="checkbox"/>	Amount: \$
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Credit Card Details:	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 8020** or email [training@mbawa.com](mailto:training@mbawa.com)