**PERTH METRO**

MASTER BUILDERS
WESTERN AUSTRALIA

**Monday
7 September, 2015**

# 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 7 September, 2015**
**TIME:** **8.30am – 4.00pm**
**VENUE :** **Master Builders, 3rd floor, 35-37 Havelock Street, West Perth**
**TRAINER:** **Jackie in't Veld (BCom.) – X-Pert Group (Australia)**

|  | Course Fee | Total |
|---|---|---|
| MBA Member | $450.00 | **$450.00*** |
| Non-member | $500.00 | **$500.00*** |
| MBA Member eligible for CTF subsidy | $450.00  - $203.00^ | **$247.00*** |
| Non-member eligible for CTF subsidy | $500.00  - $203.00^ | **$297.00*** |

If you require further assistance, please contact Carolyn Fitzgerald, Training & Safety Coordinator on **9476 9800** or email **training@mbawa.com**

CONSTRUCTION TRAINING FUND

*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.

# MS PROJECT® 2013 - Basic   (mspb)

*Please Note:*  *This course is subsidised by the Construction Training Fund for eligible participants.*
*Master Builders requires participants personal contact details be provided, otherwise the full fee applies.*

| Course Time:  **8.30am – 4.00pm** | | Course Date:  **Monday 7 September, 2015** | |
| --- | --- | --- | --- |
| **Participant First name:** | | **Last name:** | |
| **Participant birth date:** | | | |
| **Participant home address:** | | | |
| **Suburb:** | | **Postcode:** | |
| **Participant mobile phone contact:** | | | |
| **Participant email address:** | | | |
| **Participant Job Title:** | | | |
| **Job Description** (brief detail)**:** | | | |
| **Company/Employer:** | | | |
| **Full Address:** | | **Postcode:** | |
| **Contact person:** | | | |
| **Phone:** | **Fax:** | **Mobile:** | |
| **Email:** | | | |
| **Please <u>tick</u> the industry sector in which you work** | Commercial □     Housing □     Engineering □ | | |

## Payment and Registration Details

| **Registration** | **To guarantee your place on the course please return this registration form, with fees, to:**<br>**FAX:**    **9476 8001**<br>**EMAIL:**  **training @mbawa.com**<br>**POST:**   **Master Builders Training Department, PO Box 167, West Perth WA 6872** |
| --- | --- |

**Eligible for CTF**      MBA member    $247.00 p.p. ……….....    non-member  $297.00 p.p. ……………….
**<u>Not</u> eligible for CTF**    MBA member    $450.00 p.p……….....    non-member  $500.00 p.p... ……………..
*Course costs subject to change. This course is GST free.*

| **Method of Payment** | Cash □   Cheque □   Credit Card □    EFT □ | **Amount: $** |
| --- | --- | --- |

| Credit Card Details: | Bankcard □     MasterCard □      Visa □ | |
| --- | --- | --- |
| Card number:  __ __ __ __ / __ __ __ __ / __ __ __ __ / __ __ __ __ | | Expiry Date:  __ __ / __ __ |
| Cardholders Name | Signature | |
| You <u>must</u> please quote **INVOICE NUMBER** as the reference when paying by Direct Deposit | | |

| **Cancellation Notice** | *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 48 hours prior to the course.* |
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**To view our Terms and Conditions please visit www.mbawa.com**