



# MS EXCEL ® 2016 ADVANCED



## WHY ATTEND?

In this Microsoft Excel® course you will learn the skills necessary to use pivot tables, audit and analyse worksheet data, utilise data tools, how to manipulate data using advanced sort and filter functions. Also covers working with multiple large spreadsheets and how to link data to create summary sheets.

## WHAT WILL YOU LEARN?

This course will provide you with a better understanding on:

- Create pivot tables
- Create, use, edit and manage macros
- Formulas/functions nesting
- Working on large spreadsheets
- Advanced sort and filter
- Import and export data
- Protecting data and; Microsoft Excel shortcut keys

A Master Builders Certificate of Attendance will be awarded.

## COURSE INFO

**DATE:** 21 May & 27 July, 2018

**DURATION:** 4 hours

**LOCATION:** West Perth WA 6005

	Course Fee	Total
<b>Eligible for CTF subsidy</b>		
MBA Member	\$300.00 -\$124.00^	<b>\$176.00*</b>
Non-member	\$350.00 -\$124.00^	<b>\$226.00*</b>
<b>Not eligible for CTF subsidy</b>		
MBA Member	\$300.00	<b>\$300.00*</b>
Non-Member	\$350.00	<b>\$350.00*</b>

## HOW DO I ENROL?

Complete the [enrolment form](#) and send it to [training@mbawa.com](mailto:training@mbawa.com) or contact Master Builders on 9476 9800.



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.