

# MS EXCEL ® 2016 BASIC/INTERMEDIATE



## WHY ATTEND?

Get introduced to Microsoft Excel - learn how to best enter and organise data, perform calculations with simple functions. Work with multiple worksheets, format the appearance of your data and cells in this course.

## WHAT WILL YOU LEARN?

This course will provide you with a better understanding on:

- Creating formulas and functions
- Formatting rows, columns, cells and data
- Adjusting rows and columns
- Finding and replacing data
- Working with alignment and text wrap
- Sorting data
- Password protecting worksheets and workbooks
- Microsoft Excel shortcut keys, function keys and other useful shortcut keys

A Master Builders Certificate of Attendance will be awarded.

## COURSE INFO

**DATE:** 14 May & 13 July, 2018

**DURATION:** 4 hours

**LOCATION:** West Perth WA 6005

	Course Fee	Total
Eligible for CTF subsidy		
MBA Member	\$300.00 - \$124.00 <sup>^</sup>	<b>\$176.00*</b>
Non-member	\$350.00 - \$124.00 <sup>^</sup>	<b>\$226.00*</b>
Not eligible for CTF subsidy		
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. <sup>^</sup>Construction Training Fund (CTF) subsidy available for eligible course participants. This course is GST free.