

PERTH METRO

**MASTER BUILDERS**  
WESTERN AUSTRALIA

Friday  
18 March, 2016

# Microsoft® Excel

## intermediate/advanced

In this 4 hour intermediate/advanced Microsoft® Excel course you to learn the different types of functions, creating charts, working on spreadsheets, Excel's viewing options and working with data.

Topics in this course:

- Function library;
- Different type of functions;
- Chart types;
- Creating charts;
- Working on spreadsheets;
- Working with data;
- Custom auto filter
- Microsoft Excel Shortcut keys.



**Come and learn how to be more proficient with Excel!**

**DATE:** Friday 18 March, 2016  
**TIME:** 8.30am – 12.30pm  
**TRAINER:** Astrid Morris - Bookkeeping & IT Solutions  
**VENUE:** Master Builders, Level 3, 35 - 37 Havelock Street, West Perth  
**COST:**

|                                     | <u>Course Fee</u>    | <u>Total</u>     |
|-------------------------------------|----------------------|------------------|
| MBA Member eligible for CTF subsidy | \$300.00 - \$120.00^ | <b>\$180.00*</b> |
| Non-member eligible for CTF subsidy | \$350.00 - \$120.00^ | <b>\$230.00*</b> |
| MBA Member                          | \$300.00             | <b>\$300.00*</b> |
| Non-member                          | \$350.00             | <b>\$350.00*</b> |

If you require further assistance, please contact us on **9441 8000** 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.



Bookkeeping & IT Solutions  
early help for your business

## MICROSOFT® EXCEL - INTERMEDIATE/ADVANCED

Friday 18 March, 2016      8.30am - 12.30pm

**Please Note:** This course is subsidised by the Construction Training Fund (CTF) for eligible participants. Master Builders requires participants details be provided as indicated below, otherwise the full fee will apply.

### PARTICIPANT DETAILS:

|                                 |             |
|---------------------------------|-------------|
| Surname:                        | First name: |
| Date of birth:                  |             |
| Mobile:                         | Email:      |
| Home address:                   |             |
| Suburb:                         | Postcode:   |
| Job/Trade title:                |             |
| Job description (brief detail): |             |

### EMPLOYER/COMPANY DETAILS:

|  |      |   |
|--|------|---|
| Master Builders member name:                             |      |   |
| Employer/company name:                                   |      |   |
| Address:   |      |   |
| Suburb:  |      | Postcode:   |
| Contact name:  |      | Email:  |
| Phone:   | Fax: | Mobile:   |
| Please <u>tick</u> the industry sector in which you work |      | Commercial <input type="checkbox"/> Housing <input type="checkbox"/> Engineering <input type="checkbox"/> |

### PAYMENT & REGISTRATIONS DETAILS

*Payment must be received prior to the course date to secure your place & receive your confirmation.*

**EMAIL:** training@mbawa.com      **FAX:** 9476 9881

**POST:** Master Builders Training Department, P.O. Box 167, West Perth WA 6872

| Course Costs                 | Master Builder member | Non-member          |
|------------------------------|-----------------------|---------------------|
| Eligible for CTF subsidy     | \$180.00 per person   | \$230.00 per person |
| Not eligible for CTF subsidy | \$300.00 per person   | \$350.00 per person |

*Please note that course costs subject to change. This course is GST free.*

|                          |   |                   |
|--------------------------|---|-------------------|
| <b>Method of Payment</b> | Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/> Money Order <input type="checkbox"/> | <b>Amount: \$</b> |
|--------------------------|---|-------------------|

|  |   |  |
|--|---|--|
| Credit Card Details (please tick):   | Bankcard <input type="checkbox"/> MasterCard <input type="checkbox"/> Visa <input type="checkbox"/> |  |
| Card number:    _ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _  | Expiry date:    _ _ / _ _   |  |
| Cardholders name:  | Signature:  |  |
| You <u>must</u> quote your <b>INVOICE NUMBER</b> as the reference when paying by Direct Deposit. |   |  |

|                            |   |
|----------------------------|---|
| <b>Cancellation Notice</b> | <i>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 24 hours prior to the course.</i> |
|----------------------------|---|

If you require further assistance, please contact Master Builders, Training Department  
on **9441 8000** or email **training@mbawa.com**

**To view our Terms & Conditions please visit [www.mbawa.com](http://www.mbawa.com)**