Excel Basics Norkshop

7 Aug | Online

Your first steps towards spreadsheet success - navigate, calculate, visualise and excel in real-world tasks

- Understand Excel's basic interface and navigation
- Learn how to create and use simple formulas and functions to perform calculations, analyse data and automate processes
- Create and customise charts, for simple data visualisation
- Improve overall productivity and problem-solving capabilities

THE AGENDA

Workshop

7 AUG | 9:00 - 4:30

- Excel fundamentals interface and navigation
- Basic functions and formulas
- Data management and worksheet formatting
- Visualising your data graphs, charts and print

YOUR FACILITATOR

Mandy Vyner is a seasoned IT professional with over three decades of experience in transformative technology training services, specialising in Microsoft Office solutions. She led successful change initiatives in various sectors, collaborating closely with clients to design precise training programs. With expertise in instructional design, coaching, mentoring, project and change management, Mandy Vyner excels in facilitating training across diverse industries with a proven track history in achieving outstanding results.

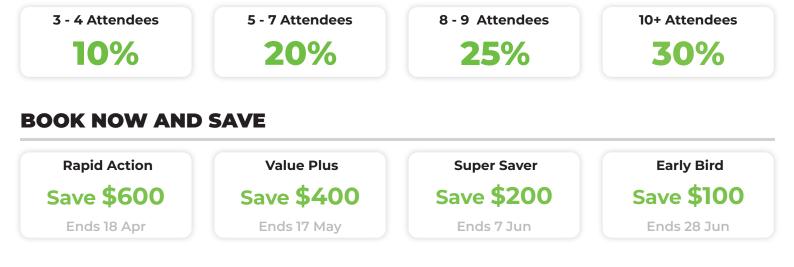


Mandy Vyner Senior Microsoft Consultant Mandy Vyner Consultancy

QUIDLEARNING

be**better**

GROUP DISCOUNTS



Excel Basics Workshop

7 Aug 2024 | Online

BOOKING FORM

Event Reference: MSEB0824A - O Priority Code: I

i Registration Information

Organisation Name							
Address			Suburb	State	Postcode		
Booking Contact Information							
Title Full Name	Position	I	Email	Phone			
Delegate Information							
# Title Full	Name or TBA	Position		I	Email		
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Pricing						
Ends 18 Apr		Ends 17 May	End	s 7 Jun	Ends 28 Jun	
Rapid Action Save \$600				er Saver 2 \$200	Early Bird Save \$100	Standard Rate
\$1199 +gst =	\$1318.90	\$1399 +gst = \$1538.90	\$1599 +g	st = \$1758.90	\$1699 +gst = \$1868.90	\$1799 +gst = \$1978.90
GROUP DISCOUNTS	3 - 4 attende 10%	es 5 - 7 attendees 20%	8 - 9 attendees 25%	10+ attendees	No. of Attendees	Total incl. GST

Conditions: Group Discounts apply for bookings made simultaneously. Only one discount applies. Group discounts apply to standard rates only. Group discounts are not applicable to Rapid Action, Value Plus, Super Saver and Early Bird rates. Discounts cannot be applied retrospectively and must be claimed at the time of booking. Liquid Learning Group reserves the right to have sole discretion on an organisation's eligibility for discounts. Note: All prices listed in Australian Dollars. Course materials included. Registration Options are per person only.

Payment Details

Credit Card	Credit Card Details - Please charge my credit card for this registration: Card Type 🔄 Visa 📄 MasterCard 📄 American Express	Electronic Funds Transfer (EFT) Please transfer funds directly to: Westpac Account Name: Liquid	
Cheque (payable to Liquid Learning Group Pty Ltd) Electronic Funds Transfer	Note: 2% surcharge applies to American Express payments	Learning Group Pty Ltd BSB: 032 002 Account No: 407 273 SWIFT Code: WPACAU2S Amount Please quote ref MSEB0824A - O and registrant name	
Please invoice me:	Card Number		
Purchase Order No. #	CVV Full Name as on card		
	Cardholder's Contact Number Signature X		
Ø Authority	Authorising Manager's Details: T	his registration is invalid without a signature	
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Email

Signature X

Email this form to: registration@liquidlearning.com.au or Call us on: +61 2 8239 9711

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Date

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