Businessmaker® ACADEMY

TRAINING INVITATION

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Dear Valued Client,

Greetings from Business Maker Academy, Inc.----a training center for business, finance, human resources & leadership that has served more than 150,000 clients since 2003 and is an accredited learning institution of the Civil Service Commission (CSC) & PHILGEPS.

You are cordially invited you to attend our training program on:

MICROSOFT EXCEL FOR BASIC & INTERMEDIATE USERS
Date: _____
Time: _____

Attached below are the Registration Form & the Course Brochure. We look forward to a fun and rewarding learning experience with you. Feel free to contact us for any questions or clarifications.

Thank you very much,
BMA Management

REGISTRATION FORM

Please submit via: Email to info@businessmaker-academy.com | Viber: (0912) 2231826

Booking Officer Name: _____
Position: _____
Company: _____
Company TIN: _____
Industry: _____
Tel No: _____
Cel No: _____
Email Address: _____

Total Number Attendee(s) for Enrollment: _____
Note: Please indicate full name below:

Attendee 1: _____
Cel No: _____
Email Address: _____

Attendee 2: _____
Cel No: _____
Email Address: _____

Attendee 3: _____
Cel No: _____
Email Address: _____

Attendee 4: _____
Cel No: _____
Email Address: _____

Attendee 5: _____
Cel No: _____
Email Address: _____
(More than 5 participants, pls attach extra sheet)

Would you like to request for billing statement? ☐ Yes ☐ No
How did you find us? _____
Use Promo Code: _____

ENROLLMENT DETAILS

SCHEDULE:
- Pls visit https://businessmaker-academy.com/training-schedule/

WEBINAR:
- Duration: 2 sessions x 4 hrs.
- Time: AM Sched: 8:30am to 12:30pm
  PM Sched: 1:30 to 5:30 pm
- Venue: Zoom

SEMINAR:
- Duration: 2 days x 8 hrs
- Time: 9am to 5pm
- Venue: 1503A West Tower, Tektite Bldg, Exchange Rd., Ortigas Center, Pasig City Philippines

TRAINING FEE:
- Webinar Fee = Php 4500+VAT
- Seminar Fee = Php 8500+VAT

MODE OF PAYMENT:
☐ Bank Deposit:
Account: Business Maker Academy, Inc.
BPI SA# 4013-0306-64
BDO SA# 000-280-622-422
Landbank CA# 3732114830
☐ Paypal: pls contact us
☐ Dragonpay: pls contact us
☐ Gcash: pls use QR code below



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TRAINING INVITATION



MICROSOFT EXCEL FOR BASIC & INTERMEDIATE USERS

Seminar: 2 days x 8 hrs. (total of 16 hrs)
Webinar: 2 sessions x 4 hrs. (total of 8 hrs)

COURSE DESCRIPTION:

This training program provides you with the fundamental competencies for Microsoft Excel.
Basic Microsoft Excel teaches you how to work with different types of documents using a variety of core and intermediate features to create and edit professional-looking spreadsheets for a variety of purposes and situations. Basic skill sets are discussed in more detail, exploring at a higher-level different options that can be applied for that skill set.
Intermediate Microsoft Excel is designed for learners who want to expand their knowledge in Improving, Formatting, Organizing Data and Highlighting Key Information and Key Formulas / Links between sheets. The course advances the user's knowledge of functions, demonstrate how to manage data with Excel and explore the dashboard feature of Excel.

WHO SHOULD ATTEND:

This course is intended for novice information workers who want to learn beginning to intermediate level Excel skills.

PREREQUISITES:

Participants must have basic computer skills and must bring their own laptop to apply the lessons and work on exercises.

LEARNING OBJECTIVES:

By the end of this course, the participants shall be able to:

- Operate basic & intermediate functions of Microsoft Excel
- Navigate user interface & tools with ease
- Perform calculations in Excel
- Create, modify, format & print worksheets or workbooks
- Use Excel data reference
- Create charts & dashboards
- Consolidate data & manage Excel content
- Audit workbooks & trace error for corrections

COURSE TOPIC HIGHLIGHTS:

1. Creating a Basic Worksheet
2. Explore User Interface & Ribbon
3. Customize the Quick Access Toolbar
4. Performing Calculations
5. Basic Formulas & Functions
6. Modifying a Worksheet
7. Search for Data in a Worksheet
8. Spell Check a Worksheet
9. Formatting a Worksheet
10. Cell Styles
11. Print Options & Page Breaks
12. Managing Large Workbooks
13. Excel Data Reference
14. Defining Names in Excel
15. Using Functions; Info, Date & Database
16. Creating Charts & Dashboards
17. Design Options & Chart Format Tools
18. Data Consolidation: Sorting & Filtering
19. Managing Excel Content
20. Conditional Formatting
21. Auditing Workbooks
22. Formula Auditing & Error Tracing
23. Error Checking
24. Track Changes

TRAINING INCLUSIONS:

- Live Webinars are conducted via Zoom and includes eCertificate of Completion. Printed Certificates may be requested with minimal processing fee of Php100 plus shipping fee.
- Live Seminars are conducted at BMA Training Center and includes: Certificate of Completion, Seminar Kit, Meals and Drinks. Plus: non-transferable one-time refresher seminar session within one year.

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