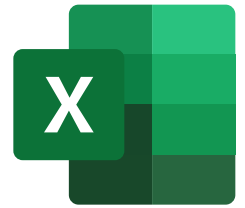




Building Supply Industry Association



MS Excel Advanced Registration Form

MS Excel Advanced

(Course description on page 2)

Date: Thursday, April 25, 2024

Time: 9 am – 3:30 pm

Location: BSIA Office, 19299 94 Ave, Surrey, BC V4N 4E6

All costs include all materials, lunch per day, and 2 coffee breaks.

MEMBER \$259+GST

NON-MEMBER \$459+GST

Registrant(s) Name

Company Name

Email

No. 1 _____

No. 2 _____

No. 3 _____

No. 4 _____

Cancellation Policy: *Written notice must be received by the BSIA 2 weeks prior to receive any refund.*

\$100 Travel Rebate for BSIA members who are traveling more than 100 km to attend the course

PAYMENT INFORMATION:

CREDIT CARD

PLEASE BILL ME
(BSIA Members Only)

Card #: _____

Exp Date: _____ **CVV:** _____

Name On Card: _____

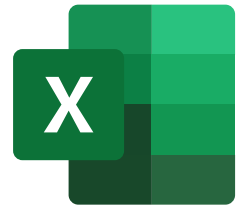
Signature: _____

PLEASE RETURN
REGISTRATION TO:

Email: info@bsiabc.ca or:
Call: **604.513.2205**



Building Supply Industry Association



MS Excel Advanced Registration Form

Date: Thursday, April 25, 2024

Time: 9 am – 3:30 pm

Location: BSIA Office, 19299 94 Ave, Surrey, BC V4N 4E6

The goal of these sessions is to provide a comprehensive, hands-on experience in Microsoft Excel so that participants can understand and have confidence in using the basic and intermediate capabilities of Excel. We will be drawing on major topics from Levels 1, 2, and 3. The instruction will be provided using the latest Microsoft 365 version of Excel.

What you will learn:

- Working with Graphics
 - o Conditional Formatting
 - o Sparklines
 - o Charting
- Financial Functions
 - o PMT
- What If Analysis Tools
 - o Goal Seek
- LOOKUP Functions
 - o VLOOKUP
 - o HLOOKUP
 - o Index/Match (if time permits)
- Data views
 - o Freeze Panes
 - o Split
 - o New Window
- Sorting & Filtering Data
- Subtotaling
- Pivot Tables
- Pivot Charts
- Customization
 - o Quick Access Toolbar
 - o Ribbon
 - o Advanced Options