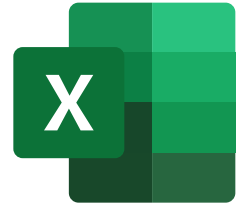




# Building Supply Industry Association



## MS Excel Advanced Registration Form

### MS Excel Advanced

(Course description on page 2)

**Date:** Thursday, April 23

**Time:** 9 am – 3:30 pm

**Location:** Sandman Signature Langley Hotel, 8828 201 St, Langley Twp, BC V2Y 0C8

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

**MEMBER \$300+GST** ☐

**NON-MEMBER \$500+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:** \_\_\_\_\_

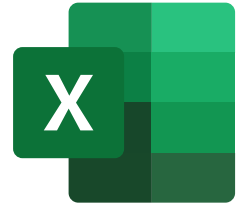
**Signature:** \_\_\_\_\_

PLEASE RETURN  
REGISTRATION TO:

Email: [info@bsiabc.ca](mailto:info@bsiabc.ca) or:  
Call: 604.513.2205



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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