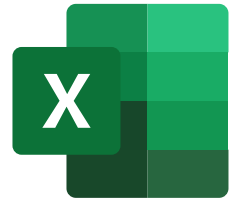




# Building Supply Industry Association



## MS Excel Beginner Registration Form

### MS Excel Beginner

(Course description on page 2)

**Date:** Thursday, April 16

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

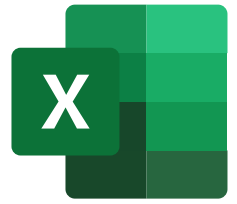
**Signature:** \_\_\_\_\_

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:

- Introducing Excel, Interface
- Opening, Editing, Saving, and Sharing Workbooks
- Data Entry, Manipulation, Navigation
- Auto-Fill
  - o Copy
  - o Series
  - o Custom Lists
- Formatting
  - o Font
  - o Alignment
  - o Number
  - o Styles
  - o As a Table
- Formulas and Functions – 7 most popular functions
  - o SUM, AVERAGE, COUNT, MIN, MAX
  - o (IF and VLOOKUP are covered later in the session)
  - o SUMIF
- Relative & Absolute References
- Print and Export Workbooks
- Copy, Paste
- Logical Function – IF
- Text Functions and Nested Functions
  - o Flash Fill
  - o Format Painter