



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 #: _____

PLEASE RETURN
REGISTRATION TO:

Exp Date: _____ CVV: _____

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

Name On Card: _____

Signature: _____



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