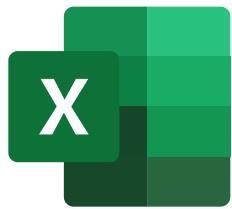




# Building Supply Industry Association



## MS Excel Advanced Online Registration Form

### MS Excel Advanced Online Only (2 Day Course)

(Course description on page 2)

**Date:** Tuesday, May 12 and Thursday, May 14

**Time:** 9:00am – 12:00pm

**Location:** Online

**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.

### PAYMENT INFORMATION:

**CREDIT CARD**

**PLEASE BILL ME**  
(BSIA Members Only)

**Card #:** \_\_\_\_\_

**PLEASE RETURN**  
**REGISTRATION TO:**

**Exp Date:** \_\_\_\_\_ **CVV:** \_\_\_\_\_

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

**Name On Card:** \_\_\_\_\_

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



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## MS Excel Advanced Online



**Date:** Tuesday, May 12 and Thursday, May 14

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### **What you will learn:**

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