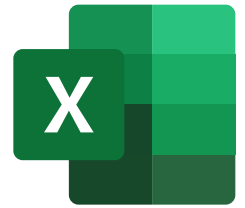




Building Supply Industry Association



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 #: _____

Exp Date: _____ **CVV:** _____

Name On Card: _____

Signature: _____

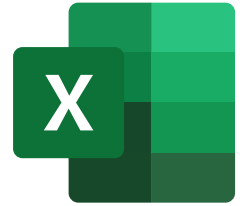
PLEASE RETURN
REGISTRATION TO:

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



Building Supply Industry Association

MS Excel Advanced Online



Date: Tuesday, May 12 and Thursday, May 14

Time: 9:00am – 12:00pm

Location: Online

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