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**

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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