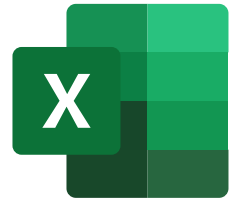




Building Supply Industry Association



MS Excel Beginner Online Registration Form

MS Excel Beginner Online Only (2 Day Course)

(Course description on page 2)

Date: Tuesday, May 5 and Thursday, May 7

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: _____

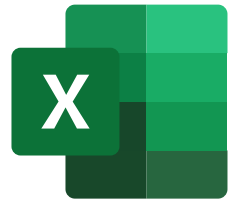
PLEASE RETURN
REGISTRATION TO:

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



Building Supply Industry Association

MS Excel Beginner Online



Date: Tuesday, May 5 and Thursday, May 7

Time: 9:00am – 12:00pm

Location: Online

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