



The Building Supply Industry Association

MS Excel

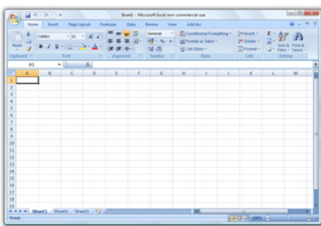
February 14th & 28th

8:30am – 12:30pm

Registration Form

MS Excel: Levels 1, t, & 3: Rename and customize spreadsheets (SS); Link SS to calculate annual total budget; Print large SS including column and row titles; Copy & Past including 'Fill handle'; Create basic formulae (relative and absolute references); Utilize Sort, Filter, Analysis; Calculate Interest rate; Use *What if Analysis*

Computer Skills Trainer: Edward Baraghouh, B.Sc in Physics & Statistics, Carleton U; Software Systems, BCIT; Psychology, UBC. The Facilitator can train in your office (min 8) or nearby computer lab.



	A	B	C
1	1	=SUM(\$A\$1:\$A1)	=A1
2	2	=SUM(\$A\$1:\$A2)	=C1+A2
3	3	=SUM(\$A\$1:\$A3)	=C2+A3
4	4	=SUM(\$A\$1:\$A4)	=C3+A4
5	5	=SUM(\$A\$1:\$A5)	=C4+A5
6	6	=SUM(\$A\$1:\$A6)	=C5+A6
7	7	=SUM(\$A\$1:\$A7)	=C6+A7
8	8	=SUM(\$A\$1:\$A8)	=C7+A8

Company: _____
 Address: _____ City: _____ Postal Code: _____
 Tel: _____ Fax: _____ E-Mail: _____

Name of Participant (please print clearly)	MS Excel January 10 th & 24 th	MS Excel February 14 th & 28 th

Payment Information

\$140 per 2 Day course (\$155 non-members) = _____ + (5% GST) Total: _____
 GST# R121931729

Method of Payment: Please bill me (BSIA members only) Cheque Enclosed
 Visa MasterCard Card # _____ Exp Date: _____

Signature _____

**Please return registration form with payment enclosed or fax / email back to:
 #2 – 19299 94th Avenue Surrey, BC V4N 4E6 Fax: 604-513-2206 Email: info@bsiabc.ca**