

Excel for Construction (Basic) Webinar

(costs, tracking, lists, schedules, estimates, production rates)

CCA has accredited this course for **2 Gold Seal** Special Industry Credit (SIC)



Excel is an excellent tool to calculate and track important information.

If tasks such as tracking expenses, jobs, and equipment, or creating estimates are work that you do, then this course will help save you time and money. If you have ever used a spreadsheet created by someone else and struggled, then this course is for you.

Do you calculate production rates? Keep track of costs or budgets? Excel makes these tasks easy, and it gives you a record of all your calculations (unlike your calculator). Excel makes it easy to verify your work and enter changes.

This instructor-led webinar is delivered in two 3 hours sessions.

Objectives

The Construction Professional will be able to use Excel to create estimates, track expenses, calculate overruns, track production rates, calculate materials usages.

1. Create better financial estimates of projects
2. Calculate and create records of production rates
3. Maintain better financial records of business expenses
4. Be able to do tracking of expenses and revenues by job

Topics Covered

- *Basic spreadsheets for simple estimates*
 - o Numerical calculations using excel
 - o Incorporating financial information (estimates) into Word documents
 - o Creating simple estimates
 - o Using formulas
 - o Creating Budgets
 - o Charting
 - o Calculating Production Rates

- *Tracking Expenses*
 - o Simple calculations overtime – expense tracking
 - o Record-Keeping – jobs and equipment
 - o Subtotals – tracking by job or location
 - o Filters – analyzing results
 - o If Statements
 - o Multiple books and Links – job tracking
- *Year over Year comparisons*
- *Reporting*
 - o Formatting
 - o Linking
 - o Exporting
 - o Conditional Formatting

Enrollment is limited to 10 persons to ensure that each participant receives individualized attention. This is a hands-on webinar. We will utilize screen sharing software and file-sharing software to present the course and exercises. Attendees can share their screen to get personalized assistance with their work. The course is offered in two 3-Hour sessions.