

# Excel for Construction (Advanced)

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



Cost tracking, job tracking, production rates, schedules, estimates: If you would like to create spreadsheets to make this work easy and consistent, then this webinar is for you. Learn to create spreadsheets for cost tracking, calculating production rates and creating estimates. We will show you how to create spreadsheets that can be used by co-workers and that are robust and secure.

Is running or analyzing a business or individual jobs important for you? We will demonstrate tools to help you better calculate your business metrics, profitability of jobs, plan budgets and examine business scenarios all through the use of Microsoft Excel. This advanced level course will give you a better comprehension of how to analyze data to create what-if scenarios (what if conditions changes.... how will these affect the cost of the job).

- Learn how to create simple Gantt charts and timelines in Excel.
- We will show you how to use Excel with other programs to quickly and easily make presentation materials from spreadsheets containing estimates and schedules.
- Discover the capacity to manipulate and analyze information (via pivot tables) to create management analysis reports.

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

## Course Topics

- *Project Cost Estimation*
  - Industry Best Practices for Creating Professional Estimates
  - Developing "what if" analysis for project plans
- *Scheduling using Gantt Charts*
- *File Security*
  - Locking Cells
  - Protecting Worksheets
  - Protecting Data
  - Creation of estimating and job costing forms
- *Analyzing Data*
  - Filters
  - Pivot Tables

- Data Validation
- Analyze multiple scenarios using filters, pivot tables and data validation
- *Project Bidding*
  - Incorporating Excel spreadsheets in other documents
  - Linking and Automatic Updates
  - Auditing information
- *Expense Tracking*
- *Analyzing Budgets and Business Metrics*

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.