

# Excel Basics for Construction

March 22, 2018

Lloydminster Construction Assoc Classroom

Do you work with numerical data? Are you interested in reducing the time it takes to produce reports based on that data? If you answered yes to either of these questions, then you will find great benefit in taking this engaging course.

During this one day seminar, you will learn the tools to help you to better understand your business performance, examine profitability of various jobs and business areas, plan budgets and examine business scenarios all through the use of Microsoft Excel. We will show you how you can simplify the presentation and analysis of complex data.

## Topics

### Basic Skills

Creating Simple Spreadsheets

Presentations and Reporting

Some tools for efficiency: Filters, Subtotals, Sorts

Tools for analyzing information

Linking other Workbooks

Year over Year Comparisons and other formulas

Review and Summary

Max Students: 12

Price: \$299 + applicable taxes

Participant Name: \_\_\_\_\_ Company: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Amount to be Paid: \$ \_\_\_\_\_ Payment: Invoice (members only): Y N Cheque attached: Y N

Credit Card no.: \_\_\_\_\_

Expiry: \_\_\_\_\_



Return form to Lloydminster Construction Association

Fax: 780-875-8874 or email: [lloydca3@telus.net](mailto:lloydca3@telus.net)

4419 52ave Lloydminster Ab T9V 0Y8



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