



In From the Site: Office Computer Skills

(Excel, Outlook, Estimating, Pdf markups, Schedules)

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



December 5th and 6th - 8am to 5pm
200 Brock St., Barrie
Cost: \$599.00 + HST

Have you worked on construction sites for years and are now in the office? Are you finding yourself asking co-workers for help too often?

Do you have the valuable site experience, but not the computer skills to be as effective as you could be?

As a valuable employee, your transition into the office is important. This course will help make the transition a smooth one.

Skills to be developed:

- Computer familiarity
- Finding files, saving, deleting
- Keyboard efficiency / shortcuts
- Email, calendars, scheduling,
- Estimating
- PDF's and markups
- Computer tools for project management

ES Computer Training is pleased to introduce a new training workshop that will familiarize you with several of the most prominent Microsoft programs: Excel for calculations, Word for notes, files and letters, Outlook for emails. We'll also provide an introduction to estimating software, MS Project for Project Management and RiskMP for Risk Management.

This two-day, hands-on, instructor-led course will provide you with a broad overview and a good, general understanding of each of these most widely-used programs. We will focus on construction-specific examples and scenarios.

Here's what you'll learn:

Word

Creating documents, managing files, some basic skills and a basic intro to computers, using Word. Learn about how/where your files are stored and how to find them.

Excel

Creating spreadsheets to calculate costs, estimate projects, keep track of jobs, people, and materials, and calculate productivity.

Outlook: email calendars & contacts

Email management including organization, junk mail, and rules. Attachments and document handling. Organizing schedules, as well practical contact management.

MS Project

Updating a project schedule . Creating a simple schedule.

Risk Management

Identify and communicate project risks to the team. Flag changes and send alerts. Basic project tracking.

Estimating

Estimating a simple job.

PDF Markups

Editing and marking up PDF's. Managing versions.

This course provides you some experience with different computer programs so that you have a good understanding and basic overall knowledge of these programs.

WHO SHOULD TAKE THE COURSE

Anyone with limited computer experience who is interested in or has been asked to perform an office role.

PREREQUISITES: A desire to learn

Enrollment is a minimum of 6 to a maximum of 12 persons to ensure that each participant receives individualized attention. This is a hands-on workshop and laptops with software are provided for the duration of the course.