



SEMINAR

Computer Basics: Removing the Fear

WHEN:

February 14, 2019
8:00am Check-in Opens
8:30am Presentation
9:30am Conclusion

WHERE:

Construction Exchange
Classroom
2660 William St
Cheektowaga, NY 14227

COST:

\$15 per person (member)
\$30 per person (nonmember)

Please return with payment to:
Construction Exchange
2660 William Street
Cheektowaga, NY 14227
clogan@conexbuff.com
Fax: (716) 875-4412.

You may be thinking, why is the Construction Exchange offering a computer class? But, if you stop to think about it, you might realize computers are becoming as important a tool to the construction industry as a hammer once was. Whether you've avoided using computers up to this point or reluctantly forced yourself to learn, it's now time to pick up some basic knowledge to remove any lingering fear and make your time in front of a monitor a lot less stressful.

This class will take you through a "day in the life" of someone bidding a job on the Construction Exchange plan room while passing along introductory skills and shortcuts. If you aren't familiar with the following five 'F' functions in Microsoft Word or Excel, you should consider attending: Find, Formatting, Formulas, Freeze Panes and Filling.

Additional topics:

- * Advantages of Save v. Save As
- * Utilizing Screenshots
- * Organizing File Folders
- * Gaining Efficiency using Excel

Presenter

Bill Diehl, Lafarge

Registration Information

Attendees

1. _____ 3. _____

2. _____ 4. _____

Company: _____

Contact: _____ Phone: _____

Email: _____

Credit Card #(VS/MC): _____ Exp. Date: _____ Sec. Code: _____

Signature: _____ Amount Approved: _____

THANK YOU!