

MICROSOFT PROJECT PROFESSIONAL The Basics: 4 Part Series

Microsoft Project Professional is the industry-leading Project Management tool, and understanding how to use it is vital to every professional. This course covers all the tools a Project beginner needs, from developing project schedules, assigning resources, and editing timelines, all the way through sharing and outputting the Project for real-world use/update. The course addresses concepts of Critical Patch Methodology, setting Milestones, and updating time-tables and workloads throughout the Project lifecycle. *Series presented by David Mills, ZenTek Consultants - Hackensack, NJ*

Understanding Microsoft Projects

August 6, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- The Project Interface
- Creating a New Project
- Saving/Opening a Project
- Entering Project Information
- Setting Working Time
- Choosing Automatic or Manual Scheduling
- Entering Tasks
- Project Views
- Organizing Tasks into Phases
- Linking and Unlinking Tasks

Timelines & Deadlines

August 20, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Showing and Hiding the Timeline
- Customizing Timeline Tasks
- Changing Timeline Display Options
- Copying the Timeline
- Using the Task Information Dialog
- Changing the Task Calendar
- Creating a Baseline
- Using Lag and Lead Time

Schedules & Resources

August 13, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Moving Tasks
- Rescheduling Tasks
- Splitting Tasks
- Deleting Tasks
- Creating Resources
- Using the Resource Information Dialog
- Assigning Resources to Tasks
- Removing & Replacing Resource Assignments
- Resource Leveling

Project Output

August 27, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Creating Milestones
- Setting Deadlines
- Creating Constraints
- Format, Filters, & Groups
- Exporting a Project to Other Formats
- Printing/Emailing a Project

MICROSOFT PROJECT ONLINE Intermediate: 4 Part Series

Microsoft Project Professional is the industry leading Project Management tool in the Construction world and understanding how to use it is vital to every PM & Construction Super. This class addresses concepts of Project Monitoring, Custom Fields, Resource Pools and Master/Sub-Project controls. It is specifically designed for users who work in the construction industry and are comfortable with basic MS Project or have already taken the "Microsoft Project Professional: The Basics" course. If you are a construction project manager, superintendent, or executive looking to increase your Microsoft Project skills and have better control over project tracking/reporting, then this is the class for you. *Series presented by David Mills, ZenTek Consultants - Hackensack, NJ*

Progress Tracking & Custom Fields

September 3, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Monitoring Project Progress
- Viewing Project Progress
- Adding Custom Fields
- Creating Custom Tables
- Creating Calculated Fields
- Creating Concatenated Fields
- Creating Customized Date Function Fields

Understanding Resource Pools

September 17, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Resource Pools
- Working with Resource Pools
- Sharing a Resource Pool
- Managing a Resource Pool
- Reporting and Analyzing the Resource Pool

Views, Maps & Links

September 10, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Creating Custom Single Views
- Creating Custom Combination Views
- Creating a Network Diagram
- Analyzing a Project Plan
- Importing & Exporting Data
- Importing & Exporting Maps
- Importing External Files into Projects
- Hyperlinking Files in Project

Master & Sub-Projects

September 24, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Multiple Projects and Master Projects
- Linking Projects Plans
- Creating a Series of Sub-Projects
- Managing Projects Within the Master Project
- Managing Projects in the Sub Project

MICROSOFT TEAMS & ONENOTE FOR EVERYONE: 4 Part Series

Microsoft Teams is the premier Office 365 tool that can simplify day-to-day operations in any business, provided that your end users know how to effectively use it. Teams is the fastest growing application in the world and is a brilliant business communication and collaboration control tool, but to see the true benefits, you need your entire staff to be comfortable in its regular operation. This class will guide your staff through the basic daily processes of working inside Teams & OneNote so they can easily understand, use, and become proficient in this game-changing software system. *Series presented by David Mills, ZenTek Consultants - Hackensack, NJ*

Microsoft Teams User Concepts

October 1, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Microsoft Teams Explained
- Understanding Teams and Channels
- Joining or Creating a Team
- Adding Users to a Team
- Enabling External Access to Teams
- Understanding Channel Tabs
- Teams Side Panel Tools Explained

Unlocking the Power of Teams

October 15, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Create Meeting Notes & Agendas for Meetings
- Assign Tasks to Members within your Team
- Creating & Using a Planner within your Team
- Create Approval Requests
- Best Practices & Other Useful Apps

Working in Teams Made Simple

October 8, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Using the Conversation Tools
- Using Team Chat instead of email
- Working with Files in Teams
- Working with Team Meetings
- Video & Audio Meetings
- Channel Based Email Controls
- Using Wiki & Apps

Mastering Your Notes OneNote

October 22, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- OneNote Desktop vs Teams
- Creating a Notebook
- Sharing a Notebook
- Creating Pages & Tabs
- Creating lists, Formatting, and More
- OneNote Templates
- Using the Drawing Tools
- Searching within OneNote

BASIC QUICKBOOKS FOR CONSTRUCTION: 4 Part Series

QuickBooks is a standard tool for use by small/medium sized construction firms. It ties into many construction management systems and has built-in functions for time tracking, estimates, invoicing and many other features we all need. The issue is that since it's "accounting" software, we're all afraid to get into it and possibly break things. This class is designed to give you an overview of how construction firms can work quickly and easily in the QuickBooks environment. *Series presented by Jim Coppinger, ZenTek Consultants - Hackensack, NJ*

Getting Started

November 19, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Open and Work in QuickBooks
- Setting Quickbooks Preferences
- Understanding QuickBooks Components
- Home, Insights, and Reminders

Lists for Construction Use

December 3, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Working with the Customers & Jobs List
- Working with the Employees List
- Working with the Vendors List
- Working with the Item List
- Entering Time

Working with a Company File

November 26, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Open and Change a Company File
- Create a Sample Company
- Create a New Company
- Create a Chart of Accounts
- Edit/Update Chart of Accounts

Working with Construction Services

December 10, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Setting Up a Service Item
- Changing the Estimate and Invoice Format
- Creating an Estimate
- Creating a Service Invoice
- Editing Estimates and Invoices

PROCORE For Project Managers

3 Part Series

Procore is a powerful Project Management tool, but all too often we get it dropped on us and told to "figure it out" or we get a 15-minute overview and told to "read the help files" and use it on our next project. Procore can be a simple, and effective, system to use but it does require a bit of training to get you moving in the right direction. In particular, Procore comes with default templates, but you can add your custom template for various tools. This allows for clear & concise standard operating procedures and can save time & money. *Series presented by David Mills, ZenTek Consultants - Hackensack, NJ*

Templates - Starting Your Project on the Right Foot

May 7, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Create Custom Trades in the Directory
- Add Individuals & Companies to Procore
- Create Custom Meeting Templates
- Create Inspection Templates
- Create Observation Templates
- Create Punch List Templates

Financial Workflows Made Easy

May 14, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Create Workflows for Invoices
- Create Workflows for Prime Contractors & Subcontractors
- Create Workflows for Change Orders
- Create Workflows for Budget Changes

Scheduling - Keeping Projects on Task

May 21, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Upload & Manage your Schedule within Procore
- Review Schedule Changes from Subcontractors
- Link Schedule Items to other Procore Tools
- Track T&M Tickets & Writing Change Events

PROCORE For Project Superintendents

3 Part Series

Procore's basic tools are what superintendents are going to be using most. This is a baseline of transitioning from paper copy documents to Procore's digital tools. Bring your iPad in the field to look at drawings, specs, and details instead of walking back to the field office. Track daily progress, manpower, deliveries, and more while walking the project. This session covers Procore's Drawing, Specifications, Photos, and Daily Log tools for the iPad and other mobile devices. *Series presented by David Mills, ZenTek Consultants - Hackensack, NJ*

Managing Field Activities

Oct. 29, 2025 | 9:00 - 11:00 am

LEARNING OBJECTIVES:

- Customize Procore for Individual Use
- Create Markups & Notes on Drawings
- Create Markups & Notes on Photos
- Search Specifications & Drawings
- Create Daily Logs

Managing Field Safety

Nov. 5, 2025 | 9:00 - 11:00 am

LEARNING OBJECTIVES:

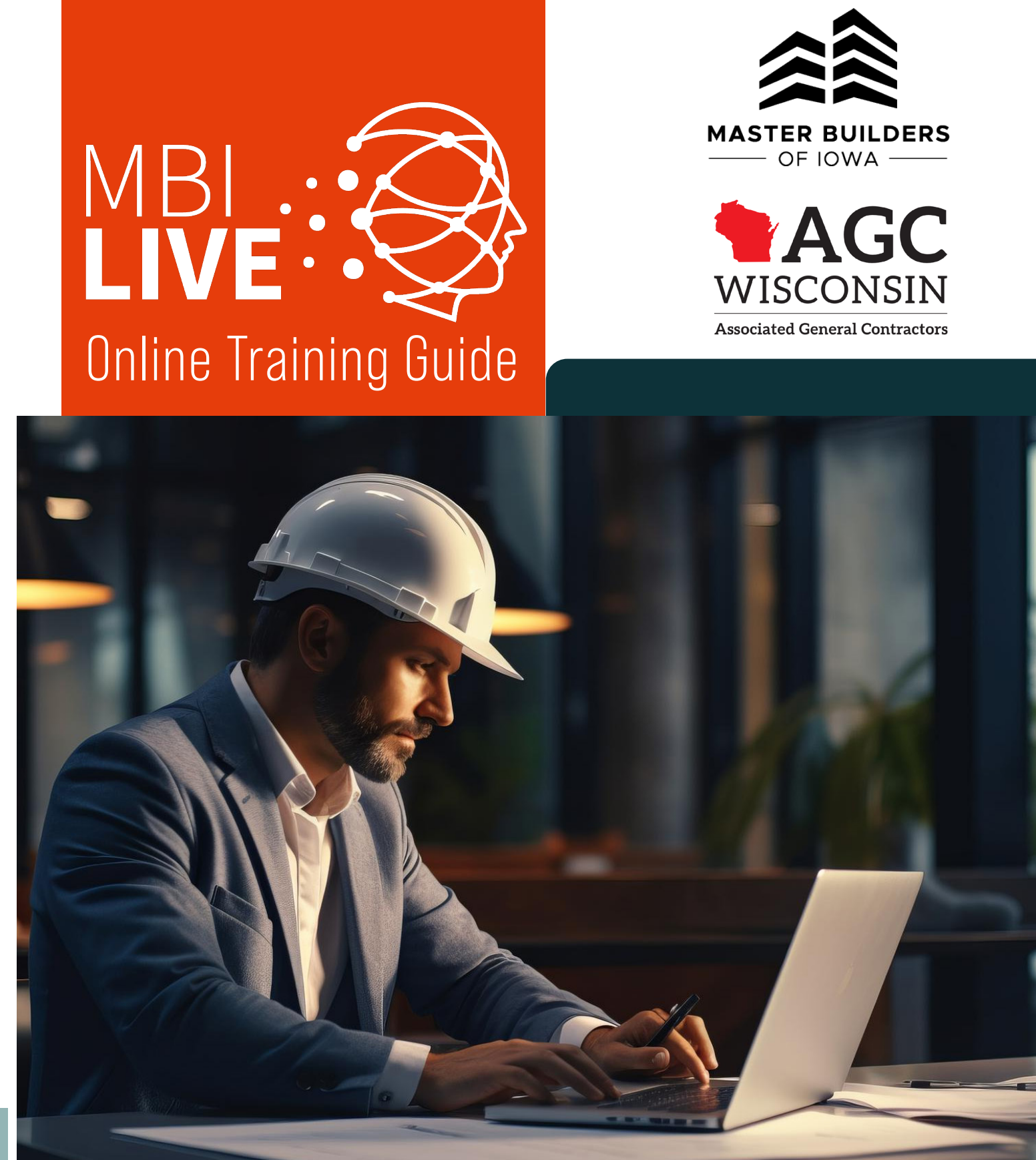
- Create Safety Incident Reports
- Use Company Created Inspections & Checklists
- Create Observations with Attachments
- Assign & Track Observations

Managing Subcontractors

Nov. 12, 2025 | 9:00 - 11:00 am

LEARNING OBJECTIVES:

- Add New Users to Procore
- Navigate & Read Contracts
- Log and Track T&M Tickets
- Create Announcements & Send Push Notifications
- Look Up Subcontractor Submittals



2025

MBI LIVE PROGRAM OFFERINGS 2025



MICROSOFT WORD For Beginners: 4 Part Series

Most of us had to learn Microsoft word on our own or with limited help. While you may know how to do simple tasks such as basic formatting and typing, Word has numerous features that are easy to use that can help anyone construct a professional document. This course will start at the beginner level to allow all students to gain a strong foundation before we work into more advanced and useful features of Word. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

Word Basics

January 8, 2025 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- What is Word
- Templates within Word
- Reviewing the Ribbon
- Basic Text Formatting
- Adding Hyperlinks

Formatting & Styles

January 15, 2025 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Using Styles Library
- Editing Styles
- Creating New Styles
- Using the Format Painter
- Advanced Search & Replace Tools

MICROSOFT WORD For Intermediate: 4 Part Series

Microsoft Word is a powerful word processor that can do more than simple text files or writing notes in it. This class builds upon our beginners course and allows users to use some of the advanced and time saving features with Word, along with creating professional documents for their team. With such a universal program, make Microsoft Word do your work for you utilizing mail merge & learn about the basics of macros as well. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

Advanced Text Usage

February 5, 2025 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Creating Tabbed Lists & Sorting
- Formatting Symbols
- Creating a Table of Contents
- Utilizing References in Word
- Advance Search & Replace
- Inserting Equations & Formulas
- Setting Default Styles, Themes, and Fonts

Document Structure

January 22, 2025 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Inserting & Controlling Pages
- Working with Tables
- Header & Footer Controls
- Quick Parts & Document Properties
- Adding Graphics & Watermarks

Document Setup & Review

January 29, 2025 | 9:00 am – 11:00 am

LEARNING OBJECTIVES:

- Page Setup Controls
- Page Borders & Page Color
- Check Spelling & Grammar
- Working with Split Views
- Exporting to a PDF

MICROSOFT EXCEL Basics: 4 Part Series

Microsoft Excel is the most useful, and most often misunderstood, program in the Office Suite. Many of us shy away because it seems so complex and overwhelming, but learning the tools that will help get your daily work done is simple...if you have the right instructor. ZenTek developed this course for the beginning, or infrequent, user of Microsoft Excel who wants to get a better handle on how to perform basic formatting, calculation, and data sorting functions in one of the most powerful programs on the market. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

Understanding the Basics

March 12, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Understanding and Creating Worksheets
- Working with Multiple Worksheets
- Understanding Cells and Columns
- Formatting and Aligning Cells
- Understanding and Editing Data Types
- How to Format, Merge, and Control Cells

Fun with Functions & Formulas

March 19, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Controlling Worksheet Views
- Using Automatic Fill Features
- Understanding Formulas and the Formula Bar
- Using Common Functions and Formulas
- Using Formulas across Worksheets

Delving into Data

March 26, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Working with Data Filters
- Understanding Data Sorting
- Removing Duplicate Values
- How to Merge and Split Data Cells
- Adding Data Validation

Summarizing Simplified

April 2, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Controlling Page Layouts
- Inserting Images and Symbols
- Creating Simple Charts
- Editing Chart Display Options
- Working with Pivot Tables

MICROSOFT EXCEL Intermediate: 4 Part Series

Most of us can work through Microsoft Excel Basics - add a few cells together, create basic formulas, and even handle a bit of formatting and display control. When it comes to getting a smarter worksheet though, one that will handle recurring data entry with reliable results, we either push it off to our IT folks or default back to pen/paper and calculators. Wouldn't it be nice to be able to create your own worksheets that will easily handle the work you regularly do, with just a few lines of data entry, instead of spending hours figuring out the same things again and again, by hand? Microsoft Excel is the most powerful tool in the Microsoft Office Suite of products, but it's developed a reputation for being difficult to use and understand once you move past the basics - and nothing could be farther from the truth! This intermediate-level course will show you exactly how simple Microsoft Excel can be, when you get proper training that is focused on how to use the program in the real world. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

Working with Templates

April 9, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Using Excel Online Templates
- Creating Templates from a Worksheet
- Saving and Sharing Templates
- Editing Templates
- Using Templates to Start New Worksheets
- Template Best Practices

Data Controls

April 16, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Sorting Data
- Filtering Data
- Finding Data
- Working With Conditional Formatting
- Integrating Filters and Conditional Formatting

Conditional & Lookup Formulas

April 23, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Linking Workbooks and Worksheets via Formulas
- Conditional Formulas & Functions
- Lookup Formulas & Functions
- Nesting Formulas
- Other Useful Formulas and Functions

Charts & Tables

April 30, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Chart Planning
- Creating Basic Charts and Tables
- Chart Types and Formats
- Pivot Tables
- Sharing Charts & Tables

MICROSOFT POWERPOINT Basics: 4 Part Series

Whether you need to present the quarterly earnings report to the Board, display company information at a tradeshow, or just give a presentation to staff on the latest product/project, PowerPoint is the tool you need. Unfortunately, most of us are just thrown into the deep end of the pool when it comes to using this powerhouse system. It's installed as part of the Microsoft Office system, and most are expected to figure it out on their own. This course is designed for those who want a solid understanding of how to use the most commonly used tools and processes inside PowerPoint to generate professional presentations that are quick and easy to complete. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

PowerPoint Basics

May 28, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- What is PowerPoint
- Starting a Presentation from a Template

- Understanding Slides and Views
- Layout, Grids and Rulers
- Formatting Backgrounds
- Basic Slide Show Controls

Creating Graphics

June 11, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Pictures, Screenshots and Photo Albums
- Working with Shapes and Icons

- Creating and Editing Charts
- Formatting Graphic Objects
- Display Order, Alignments and Grouping Graphics

Working with Text & Tables

June 4, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Editing Title and Content Boxes
- Inserting and Editing Text Boxes

- Working with Word Art
- Creating and Editing Tables
- SmartArt Basics

MICROSOFT POWERPOINT Intermediate: 4 Part Series

It's one thing to do a simple PowerPoint presentation for your kid's school fundraiser, but corporate level presentations for company executives, clients, planning boards, or trade shows require an entirely different level of skill. Beginning with professional slide design, detailed group review, all the way through timing and developing presentation types, this course is designed to make you a Microsoft PowerPoint Expert. If you understand the basics of PowerPoint and are looking to take your skills to a highly polished, professional level then this is the perfect course for you!

Series presented by David Mills, ZenTek Consultants - Hackensack, NJ

Slide & Object Controls

June 25, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Working with Layouts
- Controlling Slides with Sections

- Slide Order and Controls
- Arranging Objects
- Styles and Shape Display Options

Reviewing & Editing Presentations

July 9, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Using Proofing Tools
- Accessibility and Smart Lookup
- Language Translations

- Using Comments and Discussions
- Working with Inking Tools
- Comparing Presentations

Professional Presenting

July 16, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Slide Show Features
- Using Presenter View
- Creating Custom Slide Shows

- Rehearse & Record Timings
- Looping Presentations & Kiosk Presentations

OUTLOOK For Beginners: 2 Part Series

Feeling overwhelmed by your email? Is your email inbox disorganized, cluttered, and full of unread emails? Are you still looking for the best way to organize a meeting with 10 people all having different schedules? This beginner's course for Microsoft Outlook covers the essential information you need to get back on track with your emails. Covering everything from proper email etiquette & formatting to organization & folders, and scheduling meetings like a professional. As Outlook is utilized on a daily basis, it's time to take control of it and have it help you. This class will be focused on Microsoft 365 Exchange Online tools and processes. **Series presented by David Mills, ZenTek Consultants - Hackensack, NJ**

The Basics of Emailing

July 23, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Reviewing The Ribbon
- How to Create an Email
- Tips for Organizing Your Email & Creating Folders

- Flagging Emails
- Creating an Email Signature
- Setting Up your Out of Office
- Emailing Best Practices

Meetings & Calendars

July 30, 2025 | 9:00 am - 11:00 am

LEARNING OBJECTIVES:

- Sending Meeting Invites & Updating Meeting Invites
- Managing the Scheduling Assistant

- Utilizing the Scheduling Poll Tool within Outlook
- Adding Contacts
- Creating Distribution Groups

The Master Builders of Iowa team is thrilled to partner with the AGC of Wisconsin to deliver timely and valuable services. Starting in January 2025, MBI and AGC of Wisconsin will offer a comprehensive series of MBI LIVE virtual training sessions. These will include training on Microsoft Suite products as well as Procure for Project Managers and Superintendents. Whether you're starting from scratch or looking to build on your existing skills, we have something for everyone.

To make it easy for you, we've compiled all the training opportunities in one publication for your convenience. Over 48 weeks, you'll have access to sessions designed to enhance your skills from the comfort of your own space.

MBI and AGC of Wisconsin are dedicated to providing top-notch services that maximize the value of your membership investment.

To learn more about the MBI LIVE offerings, please contact:



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