

MBI LIVE

PROGRAM OFFERINGS

Please copy for additional registrants

Name: _____ Title: _____ Email: _____

Company: _____

Address: _____ City, State, Zip: _____

Select Online Training Session(s)

Microsoft Word - For Beginners

- Word Basics**
January 8, 2025 | 9:00 am - 11:00 am
- Formatting & Styles**
January 15, 2025 | 9:00 am - 11:00 am
- Document Structure**
January 22, 2025 | 9:00 am - 11:00 am
- Document Setup & Review**
January 29, 2025 | 9:00 am - 11:00 am

Microsoft Word - For Intermediate

- Advanced Text Usage**
February 5, 2025 | 9:00 am - 11:00 am
- Collaboration & Document Review**
February 12, 2025 | 9:00 am - 11:00 am
- Templates & Form Controls**
February 19, 2025 | 9:00 am - 11:00 am
- Automation Features with Word**
March 5, 2025 | 9:00 am - 11:00 am

Microsoft Excel - Basics

- Understanding the Basics**
March 12, 2025 | 9:00 am - 11:00 am
- Fun with Functions and Formulas**
March 19, 2025 | 9:00 am - 11:00 am
- Delving into Data**
March 26, 2025 | 9:00 am - 11:00 am
- Summarizing Simplified**
April 2, 2025 | 9:00 am - 11:00 am

Microsoft Excel - Intermediate

- Working with Templates**
April 9, 2025 | 9:00 am - 11:00 am
- Data Controls**
April 16, 2025 | 9:00 am - 11:00 am
- Conditional & Lookup Formulas**
April 23, 2025 | 9:00 am - 11:00 am
- Charts & Tables**
April 30, 2025 | 9:00 am - 11:00 am

Microsoft PowerPoint - Basics

- PowerPoint Basics**
May 28, 2025 | 9:00 am - 11:00 am
- Working with Text & Tables**
June 4, 2025 | 9:00 am - 11:00 am
- Creating Graphics**
June 11, 2025 | 9:00 am - 11:00 am
- Transitions & Animations**
June 18, 2025 | 9:00 am - 11:00 am

Microsoft PowerPoint - Intermediate

- Slide & Object Controls**
June 25, 2025 | 9:00 am - 11:00 am
- Working with Views**
July 2, 2025 | 9:00 am - 11:00 am
- Reviewing & Editing Presentations**
July 9, 2025 | 9:00 am - 11:00 am
- Professional Presenting**
July 16, 2025 | 9:00 am - 11:00 am

Outlook - For Beginners

- The Basics of Emailing**
July 23, 2025 | 9:00 am - 11:00 am
- Meetings & Calendars**
July 30, 2025 | 9:00 am - 11:00 am

Microsoft Project Professional - The Basics

- Understanding Microsoft Projects**
August 6, 2025 | 9:00 am - 11:00 am
- Schedules & Resources**
August 13, 2025 | 9:00 am - 11:00 am
- Timelines & Deadlines**
August 20, 2025 | 9:00 am - 11:00 am
- Project Output**
August 27, 2025 | 9:00 am - 11:00 am

Microsoft Project Online - Intermediate

- Progress Tracking & Custom Fields**
September 3, 2025 | 9:00 am - 11:00 am
- Views, Maps & Links**
September 10, 2025 | 9:00 am - 11:00 am
- Understanding Resource Pools**
September 17, 2025 | 9:00 am - 11:00 am
- Master & Sub-Projects**
September 24, 2025 | 9:00 am - 11:00 am

Microsoft Teams & OneNote - For Everyone

- Microsoft Teams User Concepts**
October 1, 2025 | 9:00 am - 11:00 am
- Working in Teams Made Simple**
October 8, 2025 | 9:00 am - 11:00 am
- Unlocking the Power of Teams**
October 15, 2025 | 9:00 am - 11:00 am
- Mastering Your Notes OneNote**
October 22, 2025 | 9:00 am - 11:00 am

Basic QuickBooks - For Construction

- Getting Started**
November 19, 2025 | 9:00 am - 11:00 am
- Working with a Company File**
November 26, 2025 | 9:00 am - 11:00 am
- Lists for Construction Use**
December 3, 2025 | 9:00 am - 11:00 am
- Working with Construction Services**
December 10, 2025 | 9:00 am - 11:00 am

Procore - For Project Managers

- Templates - Starting Your Project on the Right Foot**
May 7, 2025 | 9:00 am - 11:00 am
- Financial Workflows Made Easy**
May 14, 2025 | 9:00 am - 11:00 am
- Scheduling - Keeping Projects on Task**
May 21, 2025 | 9:00 am - 11:00 am

Procore - For Project Superintendents

- Managing Field Activities**
October 29, 2025 | 9:00 am - 11:00 am
- Managing Field Safety**
November 5, 2025 | 9:00 am - 11:00 am
- Managing Subcontractors**
November 12, 2025 | 9:00 am - 11:00 am

Please send registration to
Master Builders of Iowa
Attn: Nichole Fry
Email: NFry@MBI.Build