



THE  
Regional Alliance  
FOR Small Contractors  
*Building Tomorrow's Partnerships Today!*

**THE PORT AUTHORITY OF NY & NJ**

## Microsoft Excel & Microsoft Project - Live Virtual Classes

The student has the choice to take it from home, office or come to our location. The classes are structured just like the traditional instructor led training. You will still receive the same courseware, curriculum and labs/exercises just like you receive in a traditional classroom setting. The only difference is that the Instructor is located remotely. The Instructor has the ability to monitor your labs/exercises and for any reason if you are falling behind, they will be able to assist the student remotely. After each session are completed, they will be recorded so the student has the ability to playback those sessions and practice the labs/exercises for up to 6 months and/or retake the class up to 6 months with no additional charge.

**Microsoft Excel - Level 1**  
**December 5, 2017 - 9:00 am to 4:30 pm**  
**Fee: \$25.00**

In this course participants will create and edit basic Microsoft Office Excel 2016 workbooks. Participants will learn the basic elements on how to create a worksheet and perform basic calculations using formulas and functions. Modifying, formatting, printing and managing an Excel worksheet will also be covered.

**Microsoft Excel – Level II**  
**December 12, 2017 - 9:00 am to 4:30 pm**  
**Fee: \$25.00**

In this course, students will learn to calculate data with advanced formulas, organize worksheets and table data, present data using charts, analyze data using PivotTables, Slicers, and Pivot Charts. The course will progress to working with more advanced features of Excel such as entering functions, macros, formatting text and inserting graphic objects.

**Microsoft Project Levels I and II**  
**November 20 and December 1, 2017 - 9:00 am to 4:30 pm**  
**Fee: \$50.00**

This two-day course (levels 1 and 2) provides an overview of Microsoft Project 2010 to help you manage projects more effectively. It enables you to organize and filter your data, schedule tasks and resources, and produce accurate reports – all according to your changing information needs. The course will cover from the project basics to managing resources and multiple projects. Participants will learn how to outline tasks, edit and organize tasks, create task relationships, set constraints and deadlines, create a resource list, assign multiple resources, create project links, determine critical path, set interim plans and work with reports.

## MANAGING GROWTH® Winter 2017 REGISTRATION FORM

Name \_\_\_\_\_

Position \_\_\_\_\_

Firm \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Provide individual email, confirmation notices will be sent by email only.

Please visit our website for online registration  
[www.regional-alliance.org](http://www.regional-alliance.org)

Once you registered and make payment, you  
will receive an email with instructions on how  
to access the virtual class

Make checks payable to "Fund for the City of NY".

Mail to: Regional Alliance for Small Contractors  
P.O. Box 20094, PABT, New York, NY 10129

If you need additional information, please call  
212-268-2991 or email  
[pcamargo.rascny@verizon.net](mailto:pcamargo.rascny@verizon.net)