

**Word for Builders**

This full-day training teaches construction teams how to use Microsoft Word to create clear, professional documents that support job site and office operations. From daily reports and work orders to proposals and safety manuals, you'll learn how to format, organize, and streamline essential project documents.

**Ideal for:** Site supervisors, project managers, estimators, and admin staff.

**Key Skills Covered:**

* Draft contracts, RFIs, incident reports, and change orders
* Format multi-page documents like proposals, safety manuals, and inspection forms
* Build tables, checklists, punch lists, and schedules
* Insert visuals (logos, photos, site plans) to improve communication
* Use headers, footers, and references to manage complex documents
* Customize Word for efficient, consistent construction documentation