



Chartered
Institute of
Editing and
Proofreading

CIEP conference 2020



Wednesday 4 November

15.00–15.50

Excel tips for editors

Maya Berger

Take the guesswork out of quoting and run your business with confidence.

When a client approaches you about a new editing job, wouldn't it be great if you had a tool to help you:

- quote a fair rate and accurate timeframe for the project
- track whether you get paid on time
- compare your estimated hourly rate and editing speed with your actual rate and speed
- analyse how valuable this client is for your business?

Wouldn't it be greater if this tool was already on your computer, included in your Microsoft Office suite? And wouldn't it be even greater if this tool didn't intimidate and baffle you?

Whether you're already spreadsheet savvy or you've never used Excel before, this session will show you how you can harness Excel's functionality to manage your freelance editorial business confidently and professionally. We'll cover:

- a brief intro to Excel basics and terminology
- using Excel to track project income, editing speed, CPD hours, average rates and more
- your business data at a glance, with summaries, reports and charts
- Excel troubleshooting tips and additional resources.

There will also be time for Q&As at the end. Attendees can email questions in advance to maya.berger@gmail.com.

Maya Berger launched The Editor's Affairs (TEA) in May 2020 to help fellow freelance editors keep their business affairs in order. She is a CIEP Advanced Professional Member, and she gave seminars at the 2018 and 2019 SfEP annual conferences and appeared as a guest on The Editing Podcast. Maya specialises in copyediting and proofreading speculative fiction, erotica and academic texts in the humanities and social sciences.

After spending 13 years in the UK, Maya returned to her native Canada in October 2017 with her cat and editorial assistant, Idris. She is an active member of the CIEP Toronto local group.

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