Professional Training Association

"Excel Spreadsheet for Water & Wastewater Operators"
Live Online Workshop

In this **3 hour live online "Excel Spreadsheet for Water & Wastewater Operators" workshop** we will discuss how and where Excel spreadsheet software is commonly used in water and wastewater operations.

We will navigate spreadsheets and demonstrate on screen commonly used functions such as:

- setting up tables & forms
- inserting & deleting rows & columns
- formatting cells
- protecting forms
- entering data into cells
- "Auto-filling" cells
- sorting data in a table
- searching data in a spreadsheet
- using the "copy" & "paste" functions
- creating & setting up math formulas
- generating graphs
- printing options of spreadsheets

Throughout this class we will use real life examples of spreadsheets used to calculate, track, and report process and laboratory data.