

Professional Training Association



“How to use Excel Spreadhseet for Water & Wastewater Operators” Workshop

05/09/2024

Spokane

Instructor: Lori Zboralski

Agenda

Time	Material Covered
8:00	Welcome & Intro to Workshop
	Discussion of how Excel Spreadsheets are commonly used in water & wastewater utilities
	Introduction to Excel Spreadsheets
	Demonstration of functions commonly encountered when using or setting up new spreadsheets (copy, paste, formatting, inserting / deleting cells, columns, rows)
	Exercises practicing basic functions (copy, paste, formatting, inserting / deleting cells, columns, rows)
09:30 – 09:45	Break
	Demonstration of functions commonly encountered when using or setting up new spreadsheets (data entry, autofill, viewing, sorting, & searching data)
	Exercises practicing basic functions (data entry, autofill, viewing, sorting, & searching data)
12:00 – 12:30	Lunch
	Demonstration of functions commonly encountered when using or setting up new spreadsheets (formulas, generating charts & graphs)
	Exercises practicing basic functions (formulas, generating charts & graphs)
2:00 – 2:15	Break
	Demonstration of functions commonly encountered when using or setting up new spreadsheets (protecting forms, printing spreadsheets, tables, & graphs)
	Exercises practicing basic functions (protecting forms, printing spreadsheets, tables, & graphs)
	Review of example spreadsheets currently used by water & wastewater utilities
4:00	Adjourn