"How to use Excel Spreadsheet for Water & Wastewater Operators"
Workshop

This **7 hour IN-PERSON "How to use Excel Spreadsheet for Water & Wastewater Operators" workshop** is meant to help operators learn better navigate spreadsheets and design tables and forms commonly used in water and wastewater operations. While this workshop is designed for beginning users of Excel, it is also helpful for other users who may have been using spreadsheets but have limited experience in developing their own forms using basic formulas and formatting.

During this workshop we will explain basic spreadsheet terminology, show you on the screen how to navigate spreadsheets, and demonstrate how common water and wastewater formulas can be incorporated in your forms. You will learn how to use 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 spreadsheets and tables using a variety of printing options

We will use real life examples of spreadsheets currently used in water and wastewater operations to calculate, track, and report process and laboratory data.

Throughout this class we will practice spreadsheet functions, formula development, formatting, lay-out, and design.

We highly recommend workshop participants bring their own computer to this class, so they can work on practice exercises and follow the instructor's steps on their own computer. We recommend having Windows 10 or 11 and a recent version of MS Excel installed on the computer.