



## Professional Training Association

# “Excel Spreadhseet for Water & Wastewater Operators” Workshop

June 24, 2021

Live Online

Instructor: Lori Zboralski & Erika Schwender

### Agenda

Time	Material Covered
8:00 AM	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
09:30 – 09:45	Break
	Demonstration of functions commonly encountered when using or setting up new spreadsheets
	Review of example spreadsheets currently used by water & wastewater utilities
11:15 AM	Adjourn

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Attendance was monitored by instructor using visual presence, voice Q&A, polls, and surveys. Supporting documentation is available upon request.