

# "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.

**Dates:** 06/24/2021

**Time:** 12:00 pm to 3:15 pm PDT

**Where:** Live online

**Instructor:** Lori Zboralski and [Erika Schwender](#)

**Fee:** \$100

**CEUs:** WA & OR Wastewater CEUs, NM Training Credits

**WA Department of Health / WA Certification Services ID:** TBD, 0.3 WW CEUs requested

**WA Department of Ecology Course ID:** TBD, 0.3 WW CEUs requested

**OR OSEAC Course ID:** TBD, 0.3 WW & DWP CEUs requested

**NM UOP:** 3.0 Training Credits approved

**Registration:** online: [www.pro-train.org](http://www.pro-train.org); phone: (360) 490-2426; email: erika@pro-train.org

**Contact:** erika@pro-train.org or (360) 490-2426