

Registration Form

July 27, 2022

#8951

Excel Basic

Location:
Butler County Community College
Main Campus
 107 College Drive
 (Con – Education Building, Room 14)
 Butler, PA 16002
Butler County

#8951 Outlook Basic

7 WATER AND WASTEWATER CONTACT HOURS

One Registration per person please!

Please provide the best contact information in case of class cancellation or changes.

Attendee Name: _____

PA DEP Client ID (if applicable): _____ Attendee E-Mail: _____

System/Company: _____

Attendee Cell Phone: _____ Fax: _____

Address: Home System/Company _____

City: _____ State: _____ Zip: _____

PAYMENT:

Check (payable to PRWA)

Invoice Me: Home System/Company

Credit Card: Personal Card Company/Business Card

AmEx Discover Visa MasterCard

Card Number: _____

Exp Date (mm/yy): _____ CVC (3 or 4 Digit # on card): _____

Card Billing Zipcode: _____

Name on Card (Please print): _____

Signature: _____

PRWA Member? Yes No

Attendance cost per person:

\$155 for PRWA Members

\$190 for Non-Members

Amount Due:

\$ _____

The purpose of this course is to provide water/wastewater operators and managers the ability to use multiple worksheets and workbooks, charts, and sort data in Excel.

Topics to be covered:

- Worksheet concepts & terminology
- Entering and Editing Data
- Text, values & basic formulas
- Saving & Updating workbooks
- Different Formatting, Printing and Page setup options

THE PRWA PROMISE

If you're not 100% satisfied with the training class for any reason, we will give you a refund!

WWW.PRWA.COM/PROMISE

To register by FAX or MAIL:

FAX: (814) 353-9341

MAIL: 138 W. Bishop St., Bellefonte PA 16823

EMAIL: TRAINING@PRWA.COM

EMAILING REGISTRATIONS: EMAIL IS INHERENTLY INSECURE. CREDIT CARD INFORMATION SHOULD NOT BE EMAILED OR SEND IN AN ATTACHMENT.

Questions?

Call (800) 653-7792 ext. 107 or 108

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Class Time: 8:00 am - 4:30 pm

Registration: 7:30 am

Lunch and materials provided with your registration



Instructor:
Donna Kuzemka

Donna has over thirty years of experience in designing & developing computer training curriculum for individuals as well as businesses. As a Training Manager for a major technology sales organization, she was responsible for working with individuals, as well as corporate clients, to ensure smooth transitions to various application upgrades. Her business practice and application knowledge allow her to quickly customize training delivery, ensuring that participants get the most from their time together and learn to work "smarter, not harder" when they have completed the training.

pa rural water
Association

138 West Bishop Street
Bellefonte, PA 16823
800-653-7792

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