

# Registration Form

March 3, 2023

#8951

Excel Basic

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

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)

PRWA Member?  Yes  No

Invoice Me:  Home  System/Company

**Attendance cost per person:**

\$180 for PRWA Members

\$220 for Non-Members

Amount Due:

\$ \_\_\_\_\_

For security reasons, all credit card transactions must be processed through our website.

If you prefer to pay via credit card, please visit [www.prwa.com](http://www.prwa.com).

## 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](http://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](mailto: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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## 7 WATER AND WASTEWATER CONTACT HOURS

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

# March 3, 2023

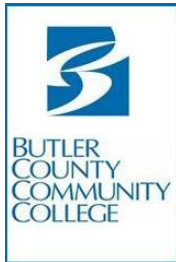
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PRSRT STD  
U.S. POSTAGE  
PAID  
BELLEFONTE, PA  
PERMIT NO. 196

**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

[WWW.PRWA.COM](http://WWW.PRWA.COM)

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**7 WATER AND WASTEWATER  
CONTACT HOURS**

**pa rural water**  
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