

Registration Form

July 7, 2023

#8904

Outlook 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:

\$135 for PRWA Members

\$170 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.

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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4 WATER AND WASTEWATER CONTACT HOURS

Outlook allows you to send and receive email messages, manage your calendar, store names and numbers of your contacts, and track your daily tasks.

Topics to be covered:

- Setting Reminders
- Email Creating
- Scheduling
- Overall View of Outlook

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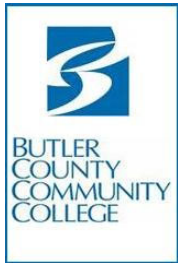
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PRSRT STD
U.S. POSTAGE
PAID
BELLEFONTE, PA
PERMIT NO. 196

Class Time: 8:00 am - 1:30 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

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