



## Basic Computers for Water & Wastewater Operators

This course is approved for operator certification renewal  
CEU value of 0.6

**March 19, 2020 – Truro, NS**

**Prerequisite** - Participants should have a computer with Microsoft Office on it (if not contact Brian at [www.awws.ca](http://www.awws.ca)) and will work in teams to practice what is presented.

Topics covered but not limited to, will include:

**Navigating your computer & Basic Office Applications.** Participants will work together in groups to practice points presented.

**Running Programs** - Organizing and Finding your files, Finding files and folders

**Microsoft Word** - Using Word to write a report, Create professional documents, Formatting your report to highlight your important points. Using Templates

**Microsoft Excel** - What's excel and how can it help me. Creating a saving a spreadsheet. Working within a spreadsheet – what's a cell and can I move it. Basic Formula's – let excel calculate it for you. Conditional Formatting – let excel highlight it when it matters. Create worksheets with a visual punch using basic charts.

**Basic E-mail** - Using Outlook to keep you organized. Sending reports via e-mail. Add a report or important documents to your meeting scheduled in your calendar

Presented by:

**Andrew Mooney** received a BSc in Biology and Chemistry from Mount Saint Vincent University, a BA in English, as well as an MITE (Master's in Information Technology Education) from Dalhousie University. In 2006 Andrew earned his degree in business with an MBA (Masters in Business Administration). Andrew also has a MCP (Microsoft Certified Professional) designation in Visual Basic and is a Sun Certified Java Programmer. Andrew has spent over 15 years in industry as a software developer working for American Express, Disney, Office Depot, NCCI (National Council on Compensation Insurance), MDVIP.com, Royal Caribbean and ASP Soft to name a few. As a very passionate person who enjoys learning he has balanced his learning with significant industry experience and welcomes the opportunity to share some of his "lessons learned". Andrew is also a faculty member employed with Nova Scotia Community College (NSCC).

Co-ordinated and assisted by **Brian A. Hazlett** who is a certified operator and has 40 years of professional experience in the operation and management of various distribution, collection, and treatment systems for drinking water and wastewater.

### **COURSE LOCATION & TIME:**

Best Western Glengarry  
150 Willow Street  
Truro, NS

8:30am- 4:30pm,

Lunch "**On Your Own**" 12:00- 1:00, Refreshment breaks supplied

### **CONTACT INFORMATION:**

Registration can be made by faxing or mailing the registration form. For further information, please contact Clara Shea at 902-434-8874.

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## **Basic Computers for Water & Wastewater Operators**

**March 19, 2020 – Truro, NS**

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

MPWWA Member Number: \_\_\_\_\_

Members \$225.00 plus 15% HST = \$258.75

Non-Members \$250.00 plus 15% HST = \$287.50

**Payment can be made by visa, master card or cheque. Invoices will be sent to the address listed above.**

**Please send PO number if you want it included on the invoice.**

PO \_\_\_\_\_

Card Holder's Name \_\_\_\_\_

Card Number \_\_\_\_\_ Expiry \_\_\_\_\_

Signature \_\_\_\_\_

**Cheques should be made payable to:  
MPWWA  
C/O Clara Shea, Executive Secretary  
PO Box 28142 Dartmouth, NS B2W 6E2  
Phone 902-434-8874 Fax 902-434-8859**