



# Excel for Water & Wastewater Operations Data

CEU value of 0.6

**March 20, 2020 – Truro, NS**

As a prerequisite for this course, attendees should have taken the Basic Computer course or have a good understanding of other Microsoft products. I.e. MS Word, PowerPoint, Email etc. A computer is **Not Required** in the course. In an effort to utilize time efficiently the instructor will lead on a projector screen and all information will be given to attendees to take home and practice at their own speed.

## **Review Excel spreadsheet basics**

- The active cell, Row/Columns, Function box, Format cells, moving around, data entry, Cells references, autofill.

## **Cell references & preparing for creating formulas**

- Absolute vs relative cells references, creating formulas, basic functions, SUM, editing formulas, logic functions (*if, and, or statements*) calculating averages and geometric means.

## **Charts**

- Learn how to create and use different kinds of charts to visualize your data and trends.

## **Macros**

- How and when to build and use them

## **Exchanging data**

- Share your data efficiently with other platforms including, Email, Word, PowerPoint Etc.
- Using Query and transferring data to a spreadsheet.
- Importing data from other sources, CSVs

## **Pivot Tables**

- Learn how to build and use pivot tables to extract only the data you want to see or graph.

## **Other points covered**

- Learn how to export specific data from a spreadsheet to a report.
- Learn how to build a spreadsheet specific to your utility which automatically monitors and highlights your actual operations compared to mandatory limits on approval to operate permits.
- Learn how to set up spreadsheet to show trends.
- Many other points may be covered, as specific questions for water and wastewater operations come from the class.
- Conditional Formatting
- Cell Formatting
- Embedding in other office tools

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.

***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.

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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** \_\_\_\_\_

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**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**