



Basic Computers for Water & Wastewater Operators

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

November 5, 2018 – Fredericton, NB

Prerequisite - Participants should have a computer with Microsoft Office on it (if not contact Brian at 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 ASPSoft 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)

Andrew Mooney

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:

Public Health Building

Second floor

300 St. Mary's Street Fredericton, NB

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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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 _____

<p>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</p>
