



CWEA

Join the Students & Young
Professionals Committee for

Office Tools 101

Be a ninja at work starting from day 1! Come learn how to use the tools you love in a whole new way!

Simon Kobayashi, P.E., will be leading a workshop on how to make the most of tools such as Excel and Word. You've definitely used these tools before, but there are so many more capabilities than are normally used in school! Welcome to step one of becoming indispensable at work!

Date & Time

**Thursday, Sept. 4,
2025, 5 PM**

Location

**Hazen and Sawyer
Concord Office Lobby:**
2300 Clayton Road,
Concord, CA 94520.

**Presented by Simon
Kobayashi, P.E., East Bay
Municipal Utility District**

Topics include:

- Pivot tables
- Vlookup
- Headings/styles
- Forensic Infrastructure Investigations
- Quality of Life Tricks

[Register Here](#)

This event will be offered as a hybrid session, please register to get the Microsoft Teams link sent to you directly.

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& Young Professionals Committee?**

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