Subject: Excel Classes Available in March – Excel Basics & Excel Clinical Specialization

Hello Everyone,

The Training Department is excited to offer several Excel Basics and Excel Clinical Specialization classes in March.

Excel Basics is a one-hour class that focuses on understanding the Excel screen, working with data, formatting data within a spreadsheet, and even simple formulas.

Excel Clinical Specialization is a one-hour class that focuses on working with and interpreting member/consumer data. Participants will use sorting, filtering, conditional formatting, and formulas to identify when required contacts need to be made, organize member home addresses, and highlight other important member information. It is expected that a person has the skills taught in Excel Basics to succeed in the Excel Clinical Specialization class.

Excel Basics classes will be held via Microsoft Teams on the following dates / times:

* Tuesday, March 12 - 9:30 - 10:30 a.m. and 2:30 - 3:30 p.m.
* Friday, March 15 - 9:30 - 10:30 a.m. and 2:30-3:30 p.m.

[Click here to sign up for Excel Basics.](https://www.signupgenius.com/go/10C0D4BABA62EA6FBC43-47951320-microsoft)

Excel Clinical Specialization classes will be held via Microsoft Teams on the following dates / times:

* Tuesday, March 26 - 9:30 - 10:30 a.m. and 2:30 - 3:30 p.m.
* Thursday, March 28 - 9:30 - 10:30 a.m. and 2:30-3:30 p.m.

[Click here to sign up for Excel Clinical Specialization](https://www.signupgenius.com/go/10C0D4BABA62EA6FBC43-47951614-microsoft)

On the sign-up page, you will need to pick a time slot and then click the “Sign Up” button. Next, click Save & Continue. On the next page, please be sure to enter your name and email address and click the organize “Sign Up Now” button.

Ten people can be accommodated at each time slot. Participants will be accepted on a first-come-first-serve basis. If all time slots fill up, additional classes will be offered.  
  
After signing up, prior to the class, you will receive a calendar invitation from the WRAAA Training Department, along with an email that contains a hands-on exercise file.

Thank you,

WRAAA Training Department