



FEBRUARY 2024



FEBRUARY NEWS



- NEW TRAININGS ADDED - [CLICK HERE FOR MORE DETAILS](#)
- BOOST YOUR TECH IQ - [CLICK HERE FOR MORE DETAILS.](#)
- DIVERSITY CAREER FAIR
- HAPPY FEBRUARY CELEBRATIONS!

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ITD LAUNCHES NEW TECH TRAINING

The County of Alameda Information Technology Department (ITD) expanded the County’s technology learning offerings with its very own learning platform! ITD Learning is a new way to “Boost Your Tech IQ” and is available to all County employees. This new learning system offers an extensive catalog of live, instructor-led classes and on-demand videos and guides for everything Windows & Microsoft 365-related. Be the first to learn about all the new features that WORD, PowerPoint, OneDrive, PowerBi, Teams, EXCEL and more have to offer! The best part is that it’s easy, free, and available right from within Teams. Just click and learn! This training is only available to County employees.

FEBRUARY CELEBRATIONS

- Happy Black History Month
- Happy Lunar New Year
- Presidents Day
- Lincoln’s Birthday



FEATURED TRAININGS

MICROSOFT EXCEL FUNDAMENTALS

February 28th OR February 29th

(Virtual with Live Instructor from 9am to 4pm)

In this interactive live instructor led course participants learn core Microsoft Skills such as creating and editing worksheets, performing calculations, using basic formulas, modifying worksheets, searching, and replacing data, inserting, and deleting rows and columns, formatting worksheets, styles, and conditional formats, and managing excel workbooks. Participants can complete this individual training, or complete the Microsoft Excel Fundamentals, Intermediate and Advanced training and obtain an Excel Series Certificate of completion.

OFFICE ERGONOMICS

February 8th

(Virtual with live instructor from 10am to 11am for Alameda County Only)

Good ergonomic design removes incompatibilities between the work and the worker and creates the optimal work environment. Ergonomics is the science of fitting the job to the worker.



UPCOMING DIVERSITY CAREER FAIR

The 24th Annual Diversity Employment Day Career Fair and Job Fair for the BAY AREA

Wednesday, February 7th, 2024 (11am to 3pm).

CONTACT US FOR MORE DETAILS

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