

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 11/28/2018 4:16:31 PM

Subject: LSA December Training Calendar

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December 2018

# Training Calendar

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



Training opportunities brought to you by Legislative Services Agency

- 6** <sup>NEW!</sup> **Word 2016 101** - Edit and format text and paragraphs, insert headers and footers, customize the word environment and more. (9:30-11:30)
- 11** **Legislative Process** - Learn the different types of legislation, how a bill becomes a law, and parts of a bill. (9:30-10:30)
- 13** <sup>NEW!</sup> **Tables and Charts** - Learn how to insert, customize, and edit tables and charts in your Word 2016 documents. (9:30-11:30)
- 18** **Mail Merge** - Use Word's merge feature to produce letters, labels, and envelopes, using information stored in a list, database or spreadsheet. (9:30-11:00)

## To register for classes:

Click to register on LSA Learn, call 803-212-4420 or email [LSALearn@scstatehouse.gov](mailto:LSALearn@scstatehouse.gov)

Classes are held in room 205 of the Blatt Building.