Training Calendar

April 2017

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						

Training opportunities brought to you by Legislative Services Agency

3 **Mail Merge -** Learn to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database or spreadsheet. (9:30-11:00)

7 **Legislative Tracking System -** Use the tracking system to create custom reports, create bill tracking lists, subscribe to a notification system, and save several multi-criteria searches. (9:30-11:30)

17 **Legislative Research** - Learn how to use the Quick Search feature on www.scstatehouse.gov and perform other basic searches available on the Legislation page. (9:30-10:30)

24 **Excel Level II-** Designed for students who want to learn more about Microsoft Excel, including how to format cells, filter, search, sort, and work with multiple worksheets. (9:30-11:30)

Please register to attend classes.

Call 803-212-4420 or email LSALearn@scstatehouse.gov to register.

Classes are held in room 205 of the Blatt Building.