

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 6/29/2017 1:40:48 PM

Subject: LSA July Training Calendar

Training Calendar

July 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	31					



Training
opportunities brought
to you by
Legislative Services Agency

11

Intro to Excel - Designed for students who want to gain the necessary skills to create, edit, format and print basic Microsoft Excel worksheets. (9:30-11:30)

13

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)

19

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)

25

Managing Your Files - Learn to use Windows explorer to find and organize your files. Use the search feature, move, rename and delete files and folders, and create new folders. (9:30-10:30)

27

Understanding the Legislative Process - Designed as an introduction to the Legislative Research series. Covers types of legislation, how a bill becomes a law, and parts of a bill. (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.