

From: Gray McKain <GrayMcKain@scstatehouse.gov>

To:

Date: 5/31/2018 4:10:49 PM

Subject: LSA June Training Calendar

Training Calendar

June 2018

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

6

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)

12

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)

20

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)

26

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)

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.



Gray McKain | Service Desk Analyst

South Carolina General Assembly - Legislative Services Agency

GrayMcKain@scstatehouse.gov | www.scstatehouse.gov

803-212-4420

1105 Pendleton St. Columbia, SC 29201