

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 8/28/2017 11:17:33 AM

Subject: LSA September Training Calendar

September 2017

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



Training
opportunities brought
to you by
Legislative Services Agency

6

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)

12

Intro to Word - Designed for students new to working with *Microsoft Word in Windows*. Students will learn to create, edit, format and print Microsoft Word documents. (9:30-11:00)

20

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)

27

Using Windows Explorer - 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)

28

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.