Training Calendar

July 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	**31**				

Training opportunities brought to you by Legislative Services Agency

11   **Using Windows Explorer -** Use Windows explorer to find and organize your files. How to move, rename, create and delete files and folders, and use the search feature. (9:30-10:30)

17   **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)

25   **Intro to Outlook -** Working with messages, the calendar, tasks, notes, customizing your interface and more in Microsoft Outlook 2013. (9:30-11:30)

31   **Intro to Excel -** Learn the skills necessary to create, edit, format and print basic Microsoft Excel worksheets. (9:30-11:30)

Please register to attend classes.

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