

From: LSA Learn <LSALearn@scstatehouse.gov>
To:
Date: 3/1/2017 9:10:24 AM
Subject: LSA March Training Calendar

Training Calendar

March 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

10

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

Legislation Basics - Designed as an introduction to the Legislative Research series. Covers types of legislation, how a bill becomes a law, and parts of a bill. (9:30-10:30)

27

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)

31

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.