

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

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**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](mailto:LSALearn@scstatehouse.gov) to register.

Classes are held in room 205 of the Blatt Building.