

From: LSA Learn <LSALearn@scstatehouse.gov>  
To:  
Date: 12/27/2018 4:46:13 PM  
Subject: LSA January Training Calendar

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January 2019

# 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  | 31  |     |     |



Training  
opportunities brought  
to you by  
Legislative Services Agency

2

**Word 2016 Part I** - Create word documents, edit and format text and paragraphs, using help and the find and replace feature. (9:30-11:30)

14

**Mail Merge** - Use Word's merge feature to produce letters, labels, and envelopes, using information stored in a list, database or spreadsheet. (9:30-11:00)

21

**Word 2016 Part II** - Character formatting, paragraph layout, headers and footers, page layout, spelling and grammar check and customizing the Word interface. (9:30-11:30)

28

**Legislative Research** - Introduction to the legislative research tools available on [www.scstatehouse.gov](http://www.scstatehouse.gov). (9:30-10:30)

## To register for classes:

Click to register on LSA Learn, call 803-212-4420 or email [LSALearn@scstatehouse.gov](mailto:LSALearn@scstatehouse.gov)

Classes are held in room 205 of the Blatt Building.