

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 12/27/2018 4:46:13 PM

Subject: LSA January Training Calendar

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		



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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. (9:30-10:30)

To register for classes:

Click to register on LSA Learn, call 803-212-4420 or email LSALearn@scstatehouse.gov

Classes are held in room 205 of the Blatt Building.