

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 10/30/2017 2:07:03 PM

Subject: LSA November Training Calendar

---

November 2017

# 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		



Training  
opportunities brought  
to you by  
Legislative Services Agency



## Intro to Outlook & PowerPoint

6

**Legislative Research** - Learn how to use the Quick Search feature on [www.scstatehouse.gov](http://www.scstatehouse.gov) and perform other basic searches available on the Legislation page. (9:30-10:30)

9

**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)

28

**Intro to PowerPoint** - Learn the basic fundamentals needed to create and modify a presentation using PowerPoint 2013. Create slides, format text, insert graphics and perform slide tasks. (9:30-11:30)

30

**Intro to Outlook** - Get the skills you need to get the most from Microsoft Outlook 2013. This class covers working with messages, the calendar, tasks, notes, customizing your interface and more. (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.