

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 5/25/2017 2:54:29 PM

Subject: LSA June Training Calendar

---

# Training Calendar

June 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	



Training  
opportunities brought  
to you by  
Legislative Services Agency

5

**Intro to Excel** - Designed for students who want to gain the necessary skills to create, edit, format and print basic Microsoft Excel worksheets. (9:30-11:30)

13

**Mail Merge** - Learn to produce multiple letters, labels, envelopes, name tags, and more using information stored in a list, database or spreadsheet. (9:30-11:00)

21

**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)

27

**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.