Training Calendar

December 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

6 **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)

12 **Using Windows Explorer -** 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)

14 **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)

19 **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)

Please register to attend classes.

Call 803-212-4420 or email LSALearn@scstatehouse.gov to register.

Classes are held in room 205 of the Blatt Building.