

From: LSA Learn <LSALearn@scstatehouse.gov>

To:

Date: 3/1/2018 3:46:42 PM

Subject: LSA March Training Calendar

---

# Training Calendar

March 2018

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

9

**Legislative Process** - Designed as an introduction to the Legislative Research series. Covers types of legislation, how a bill becomes a law, and parts of a bill. (9:30-11:30)

12

**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)

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)

23

**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.