

## Computer Training Schedule

**\*All classes will be held in Room 300 (located between the elevators) on the third floor of the Ola Babcock Miller Building (1112 E. Grand Ave., Des Moines)**

**It is recommended that you attend Legislative Website Training to familiarize yourself with the website and note recent changes before session begins on January 11, 2021.**

**We are sensitive to COVID-19 concerns, so this year class sizes will be limited to 7 in-person attendees. All courses on these dates will also be held virtually. When you sign up to attend a virtual course, we will send you a link for the course date you requested.**

**\*You must sign up for the class you wish to attend. If no one shows up and/or signs up for a class, the class will be CANCELLED. The Trainer will wait until 10 minutes after the scheduled class time and if no one signs on or shows up, the class will be cancelled.**

**We also plan on recording one of each of these classes. We will post the recordings on the website when complete. We will send out another email letting you know where you can find the links to the class videos when they become available.**

Microsoft Outlook 2019- You will learn to create and manage electronic mail and personal information, collect and maintain contact lists, and use calendar functions.

Offered: December 3, 1:00PM -- 4:00PM (combined with File Mgmt. Training)  
December 7, 9:00AM -- 11:30AM  
December 9, 9:00AM -- 12:00PM (combined with File Mgmt. Training)  
December 11, 1:30PM -- 4:00PM  
December 15, 9:00AM -- 11:30AM  
January 5, 1:30PM -- 4:00PM  
January 6, 9:00AM --12:00PM (combined with File Mgmt. Training)

Microsoft Word & Excel 2019-

**Word**- Review basic functions: Page Setup, Formatting, Numbering, Customizing Word, editing and proofing tools, Legislative macros and mail merging.

**Excel**- Brief introduction to Excel, including basic functions and the mail merge component.

Offered: December 4, 1:30PM -- 4:00PM  
December 8, 9:00AM -- 11:30AM  
December 9, 1:30PM -- 4:00PM  
December 16, 9:00AM -- 11:30AM  
December 18, 9:00AM -- 11:30AM

Legislative Website- It is recommended that you attend this training to note website updates. We will cover Accessing Bills, Amendments, Bill History, Legislator Information, Searching the Site, Iowa Code, Committee information, Senate & House Journals, Senate & House Floor Action, Calendars, Staff and Lobbyist Information, & more.

Offered: December 2, 1:30PM -- 4:00PM  
December 4, 9:00AM -- 11:30AM  
December 8, 1:30PM -- 4:00PM  
December 10, 9:00AM -- 12:00PM (combined with BMS)  
December 14, 9:00AM -- 11:30AM  
December 18, 1:30PM -- 4:00PM  
January 4, 1:00PM -- 4:00PM (combined with BMS)  
January 7, 9:00AM -- 11:30AM

File Management- You will learn file structure, drive information, copying and saving files, retrieving information using Citrix and Webmail off campus, & more.

Offered: December 3, 1:00PM -- 4:00PM (combined with Outlook Training)  
December 7, 1:30PM -- 3:00PM  
December 9, 9:00AM -- 12:00PM (combined with Outlook Training)  
December 15, 1:30PM -- 3:00PM  
January 6, 9:00AM -- 12:00PM (combined with Outlook Training)

Bill Management System (BMS)- We will be learning the legislative website and the Bill Management System, which allows legislators and those authorized to submit bills electronically for drafting. We will also take a look at the Bill Requests Log on the website, which allows people to view non-confidential bill requests that have been submitted for drafting.

Offered: December 10, 9:00AM -- 12:00PM (combined with Website training)  
January 4, 1:00PM -- 4:00PM (combined with Website training)

Overview Training- A short overview of each Office 2019 application, a brief discussion about file management, as well an overview of the legislative website and BMS. ***(A fast-paced training combining all topics.)***

***This class is designed for the advanced and proficient computer user who is interested in reviewing skills specific to legislative work. This class is an overview; it will travel at a very quick pace.***

Offered: December 17, 10:00AM -- 3:00PM  
January 8, 10:00AM -- 3:00PM

*\*We will break each day from 12pm-1pm for lunch.*

To sign up for these classes, please email [helpdesk@legis.iowa.gov](mailto:helpdesk@legis.iowa.gov) or call the Computer Services Help Desk at: 515.281.6506.

**\*\*Space is limited to 7 people per class.**

