

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)**

This year we are switching from Microsoft Office 2010 to Microsoft Office 2019. It is recommended you take the Office classes if you are unfamiliar with Microsoft Office 2019 applications.

It is recommended that you attend Legislative Website Training to familiarize yourself with the website and note recent changes before session begins on January 13, 2020.

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 4, 1:00PM -- 4:00PM (combined with File Mgmt. Training)
December 6, 9:00AM -- 11:30AM
December 10, 9:00AM -- 12:00PM (combined with File Mgmt. Training)
December 13, 1:30PM -- 4:00PM
December 17, 9:00AM -- 11:30AM
January 7, 1:30PM -- 4:00PM
January 8, 9:00AM -- 12:00PM (combined with File Mgmt. Training)
January 10, 9:00AM -- 11:30AM

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 5, 1:30PM -- 4:00PM
December 9, 9:00AM -- 11:30AM
December 10, 1:30PM -- 4:00PM
December 18, 9:00AM -- 11:30AM
January 3, 9:00AM -- 11:30AM
January 8, 1:30PM -- 4:00PM

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 3, 1:30PM -- 4:00PM
December 5, 9:00AM -- 11:30AM
December 9, 1:30PM -- 4:00PM
December 11, 9:00AM -- 12:00PM (combined with BMS)
December 16, 9:00AM -- 11:30AM
January 3, 1:00PM -- 4:00PM (combined with BMS)

January 6, 9:00AM -- 11:30AM
January 10, 1:30PM -- 4:00PM

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

Offered: December 4, 1:00PM -- 4:00PM (combined with Outlook Training)
December 6, 1:30PM -- 3:00PM
December 10, 9:00AM – 12:00PM (combined with Outlook Training)
December 17, 1:30PM -- 3:00PM
January 6, 1:30PM -- 3:00PM
January 8, 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 11, 9:00AM -- 12:00PM (combined with Website training)
January 3, 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 19, 10:00AM -- 3:00PM
January 9, 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 or call the Computer Services Help Desk at: 515.281.6506.

****Space is limited to 18 people per class.**

*****We will provide laptops for your use in class.**

