

Computer Training Schedule 2021-2022

***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 10, 2022.

We are sensitive to COVID-19 concerns, so this year class sizes will be limited to 12 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 or signs up for a class, the class will be CANCELLED. The Trainer will wait 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 each of the classes. We will send out an 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 7, 1:00PM -- 4:00PM (combined with File Mgmt. Training)
December 9, 1:30PM -- 4:00PM
December 13, 9:00AM --12:00PM (combined with File Mgmt. Training)
December 14, 1:30PM -- 4:00PM
~~January 4, 1:30PM -- 4:00PM~~ **CLASS CANCELLED**
January 5, 9:00AM --12:00PM (combined with File Mgmt. Training)
~~January 6, 1:30PM -- 4:00PM~~ **CLASS CANCELLED**

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 8, 1:30PM -- 4:00PM
December 10, 9:00AM -- 11:30AM
December 13, 1:30PM -- 4:00PM
December 17, 9:00AM -- 11:30AM
~~January 5, 1:30PM -- 4:00PM~~ **CLASS CANCELLED**

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 6, 1:30PM -- 4:00PM
December 8, 9:00AM -- 11:30AM
December 10, 1:30PM -- 4:00PM
December 14, 9:00AM -- 12:00PM (combined with BMS)
January 3, 1:00PM -- 4:00PM (combined with BMS)
January 4, 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 7, 1:00PM -- 4:00PM (combined with Outlook Training)
December 9, 9:00AM -- 10:30AM
December 13, 9:00AM -- 12:00PM (combined with Outlook Training)
December 16, 1:30PM -- 3:00PM
January 5, 9:00AM -- 12:00PM (combined with Outlook Training)

Bill Management System (BMS)- We will be learning the Bill Management System, which allows legislators and those authorized to submit bills for drafting and to approve and reject completed bill drafts electronically. 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 14, 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 15, 10:00AM -- 3:00PM
January 7, 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 12 people per class.**

