

## Agenda

# COMPUTER ORIENTATION AND TRAINING SESSIONS FOR LEGISLATORS

### Monday, December 4

9:00 - 5:00      **New legislators** (by sign-up - limited to eight) - Senate committee clerk area -  
Training in the use of personal computers - *Mary Janusz*, Information Technology  
Support Specialist, Legislative Council

### Tuesday, December 5

#### **Concurrent miniclasses** (for returning legislators)

1:30 - 2:30      Notes E-mail - Roughrider Room - *Maryann F. Trauger*, Information Technology  
Coordinator, Legislative Council

Internet - Harvest Room - *Pat Burns*, Consultant, Legislative Council

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

2:40 - 3:40      Notes E-mail - Roughrider Room - *Maryann F. Trauger*

Internet - Harvest Room - *Pat Burns*

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

3:50 - 4:50      Notes E-mail - Roughrider Room - *Maryann F. Trauger*

Internet - Harvest Room - *Pat Burns*

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

### Wednesday, December 6

#### **Concurrent miniclasses** (for returning legislators)

10:45 - 11:45    Notes E-mail - Roughrider Room - *Maryann F. Trauger*

Internet - Harvest Room - *Pat Burns*

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

2:15 - 3:15      Notes E-mail - Roughrider Room - *Maryann F. Trauger*

Internet - Harvest Room - *Pat Burns*

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

### Thursday, December 7

#### **Concurrent miniclasses** (for returning legislators)

1:15 - 2:15      Notes E-mail - Roughrider Room - *Maryann F. Trauger*

Internet - Harvest Room - *Pat Burns*

Word Pro Millennium - Sakakawea Room - *Mary Janusz*

**Friday, December 8**

9:00 - 5:00      **New legislators** (by sign-up - limited to eight) - Senate committee clerk area -  
Training in the use of personal computers - *Mary Janusz*

**Friday, January 5**

9:00 - 12:00      LAWS training for legislators (by sign-up - limited to 36) - Brynhild Haugland Room -  
*Maryann F. Trauger*

1:30 - 4:30      LAWS training for legislators (by sign-up - limited to 36) - Brynhild Haugland Room -  
*Maryann F. Trauger*

**Monday, January 8**

9:00 - 12:00      LAWS training for legislators (by sign-up - limited to 36) - Brynhild Haugland Room -  
*Maryann F. Trauger*

1:30 - 4:30      LAWS training for legislators (by sign-up - limited to 36) - Brynhild Haugland Room -  
*Maryann F. Trauger*

**Tuesday, January 9 - Wednesday, May 2**

- By appointment - Training on use of software as requested - Legislator's desk - *Mary Janusz*
- Via Internet - Individual on-line learning in the use of software as requested - Legislator's desk, office, or home - *Mary Janusz*