

11-19-2016

## Attend a Mail Merge or Excel Workshop in the GSU Library December 2nd

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### Recommended Citation

Sarkisian, Alexis H., "Attend a Mail Merge or Excel Workshop in the GSU Library December 2nd" (2016). *Library 411*. Paper 34.  
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‘After a series of successful workshops, we have received requests to add a mail merge workshop along with another Excel workshop,’ said Diane Nadler, Library Reference Desk Manager, Social Media Coordinator and First Year Student Contact. “As a result, we have scheduled a Mail Merge and another Intro to Excel workshop on December 2<sup>nd</sup>. The Mail Merge workshop will require that all in attendance have a working knowledge of Excel,” she emphasized.

Both workshops will be offered on Friday, December 2<sup>nd</sup> in Room D2401B in the library. The schedule is as follows:

**\*Mail Merge: 9:30-11:30 a.m., [dnadler@govst.edu](mailto:dnadler@govst.edu)**

**\*Intro to Excel: 1-3 p.m., [dnadler@govst.edu](mailto:dnadler@govst.edu)**

\*Space is limited, please email the instructor to let them know if you will be attending or if you have any questions.

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Library Marketing/Special Events  
November 19, 2016

