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December 2nd

‘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 2nd. 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 2nd in Room D2401B in the library. The schedule is as follows:

*Mail Merge: 9:30-11:30 a.m., dnadler@govst.edu
*Intro to Excel: 1-3 p.m., 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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