

## Information Technology and Computer Skills Training

# SAM II - FINANCIAL INTRODUCTION

**Where:** Jefferson City, 1738 E Elm Lower Level

**Time:** 8:00 a.m. - 4:00 p.m.

**Investment:** \$95.00

Participants who attend this program will receive tools and information to:

- Become familiar with the capabilities of SAM II
- Understand the basic structure of SAM II
- Be better prepared to perform basic navigation functions within SAM II

During the workshop, participants will:

- Learn the parts of a document window
- Learn how to create documents
- Learn how to edit and run documents
- Learn how to modify documents
- Learn how to create, view, and access documents using the SAM II Document Listing (SUSF)

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