



# Continuing Education

## St. Louis County and Municipal Police Academy

### ◀ Program Announcement ▶

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## GETTING TO KNOW SPREADSHEETS AND GRAPHS 2003

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The C.M.P.A. is offering an introductory course in the use of Microsoft Excel. **This class assumes some limited experience in using a computer.** Learners who have had no experience in the use of a computer, and those who have found computer use difficult, should attend the Introduction to Computers Course or Windows Operating System before attending this class.

Classes are POST certified for four hours of technical skills training. Through explanations, demonstrations and live practice sessions, it teaches the basics of the *Microsoft Excel Spreadsheet Application* program.

Topics include:

- How to identify the overall screen layout and features of Excel and how to work with Windows and Windows controls, including menus, toolbars, buttons and icons.
- A practical instruction to creating spreadsheets in general and how to create and modify spreadsheets.
- Create multiple spreadsheets within a worksheet.
- Create headers, footers including times and dates.
- Create and modify rows and columns within a spreadsheet.
- Build graphs based on spreadsheet information using the Graphic Wizard.
- How to review and print your spreadsheet.

An Academy computer instructor will instruct the student thru lecture, demonstration and practical exercises.

**Session:** One, Two, Three, Four & Five  
**Date(s):** January 20    March 19    May 26    July 24    October 2,  
2009  
**Time:** 8:00 a.m. - 12:00 noon  
**Place:** St. Louis County and Municipal Police Academy  
1266 Sutter Avenue  
Wellston, MO 63133-1934

**The course is open to all police department personnel – administrators, commissioned officers, non-commissioned personnel and clerical personnel.**

**12 Seats Per Session**

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received 1 week prior to class start date. Reservations will be taken from non-tuition paying departments at a cost of \$25 per seat, and will be placed on standby. Standby seats will be notified if their reservation is accepted, depending upon seat availability. Non-tuition paying departments will be invoiced, whether or not the seat is used, after acceptance of standby notice.

**PLEASE USE THE REGISTRATION FORM ON THE BACK**



# Continuing Education

## St. Louis County and Municipal Police Academy

### < Registration Form >

**PROGRAM:** GETTING TO KNOW SPREADSHEETS AND GRAPHS 2003

**TRAINING DATE(S):** January 20    March 19    May 26    July 24    October 2, 2009

*Please circle date or indicate date by registrant(s) name*

**TRAINING TIMES:** 8:00 a.m. - 12:00 noon

**TRAINING LOCATION:** St. Louis County and Municipal Police Academy  
1266 Sutter Avenue  
Wellston, MO 63133-1934

**INITIAL SEATS PER DEPT:** Two - all others standby. Prioritize names on list below. (1) will be registered first, then (2), etc. Please use this form to register employees for the above listed program only. Return the form to arrive at the C.M.P.A. by 1 week prior to class start date. All forms must be submitted through the appropriate department training officer. No individual registrations will be accepted. Check your department procedures. ***Please note request for employee's email address.***

**(PLEASE TYPE OR PRINT CLEARLY)**

PRIORITY

1. NAME: \_\_\_\_\_ DSN: \_\_\_\_\_

RANK: \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EMPLOYEE'S EMAIL: \_\_\_\_\_

2. NAME: \_\_\_\_\_ DSN: \_\_\_\_\_

RANK: \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EMPLOYEE'S EMAIL: \_\_\_\_\_

3. NAME: \_\_\_\_\_ DSN: \_\_\_\_\_

RANK: \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EMPLOYEE'S EMAIL: \_\_\_\_\_

4. NAME: \_\_\_\_\_ DSN: \_\_\_\_\_

RANK: \_\_\_\_\_ SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ EMPLOYEE'S EMAIL: \_\_\_\_\_

Authorized Training Registrar: \_\_\_\_\_  
(must sign here)

Print or type Registrar's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_ - \_\_\_\_\_

**Registrar**

**Return:** St. Louis County and Municipal Police Academy  
**By Mail:** Continuing Education / Registration  
1266 Sutter Avenue  
Wellston, MO 63133-1934

**By FAX: 314-863-2317**

**Questions call: 314-889-8600**