



# Continuing Education

## St. Louis County and Municipal Police Academy

### ◀ Program Announcement ▶

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## INTRODUCTION TO MICROSOFT WORD 2003 WORKSHOP

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The C.M.P.A. is offering an introductory course in the use of Microsoft Word. **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 technical skills training. Through explanations, demonstrations and live practice sessions, it teaches the basics of the *Microsoft Word Processing* program.

Topics include:

- How to identify the overall screen layout and features of Word and how to work with Windows and Windows controls, including menus, toolbars, buttons and icons.
- A practical instruction to word processing in general and how to create and modify documents.
- Format and modify a document using Margins and Tabs.
- Create headers, footers including times and dates.
- Create and modify tables and columns within a document.
- Insert, format and customize graphics within a document..
- How to review and print your document.

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

**Session:** One, Two, Three, Four, Five & Six

**Date(s):** January 13    March 16    May 19    July 17    September 18    November 19, 2009

**Time:** 8:00 a.m. - 12:00 noon

**Place:** St. Louis County and Municipal Police Academy

1266 Sutter Avenue

Wellston, Missouri 63133-1934

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

ATTENDANCE IS LIMITED TO 12 PARTICIPANTS

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 REGISTRATION FORM ON THE BACK**



# Continuing Education

## St. Louis County and Municipal Police Academy

### < Registration Form >

**PROGRAM:** INTRODUCTION TO MICROSOFT WORD 2003 WORKSHOP

**TRAINING DATE(S):** January 13    March 16    May 19    July 17    September 18    November 19, 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, Missouri 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. 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: \_\_\_\_\_ - \_\_\_\_\_

<b>Registrar Return:</b>	<b>By Mail:</b> St. Louis County and Municipal Police Academy Continuing Education / Registration 1266 Sutter Avenue Wellston, MO 63133-1934	<b>By FAX: 314-863-2317</b>
		<b>Questions call: 314-889-8600</b>