



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

ADVANCED MICROSOFT WORD 2007 WORKSHOP

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 a more in-depth look at the *Microsoft Word Processing* program. It is recommended that attendees take the Introduction to Microsoft Word Workshop prior to taking this class.

Topics include:

- How to identify, create and modify document styles
- Functions of the ribbon toolbars.
- Creating and modifying form templates.
- Identifying, creating and modifying graphic effects such as drop caps.
- Working with large documents, creating a Table of Contents.
- Footnotes and endnotes, bookmarks and cross-references
- Managing document changes.

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

Session: One, Two & Three

Date(s): March 3 June 17 October 14, 2009

Time: 1:00 p.m. - 5:00 p.m.

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

WHO SHOULD ATTEND: All Police Department Personnel - Administrators, Commissioned Officers, Non-Commissioned Personnel and Clerical Personnel - Technical Studies

ATTENDANCE IS LIMITED TO 12 PARTICIPANTS

To reserve your seat, please mail or fax your Continuing Education Registration Form to be received by 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: ADVANCED MICROSOFT WORD 2007 WORKSHOP

TRAINING DATE(S): March 3 June 17 October 14, 2009

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

TRAINING TIMES: 1:00 p.m. - 5:00 p.m.

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