



# Continuing Education

## St. Louis County and Municipal Police Academy

### ◀ Program Announcement ▶

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## GETTING TO KNOW SPREADSHEETS AND GRAPHS 2007

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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 using the 2007 ribbon layout.
- 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

**Date(s):** March 18    May 14    July 8    September 16    November 12, 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**

