



# Continuing Education

## St. Louis County and Municipal Police Academy

### ◀ Program Announcement ▶

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#### ADVANCED SPREADSHEETS & GRAPHS 2007

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The C.M.P.A. is offering an advanced 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 98 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 following topics of the *Microsoft Excel Spreadsheet Application* program.

Topics include:

- Sorting Data using Single-Level and Multi-Level Sorting
- Filtering Data using Custom Criteria and Multiple Condition Criteria
- Creating, modifying and examining Chart Sheets
- Modifying Embedded Charts by adding and deleting Chart Items
- Formatting Chart Text, Labels and Graphic Objects

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

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

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

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 SPREADSHEETS & GRAPHS 2007

**TRAINING DATE(S):** March 18    May 14    July 8    September 16    November 12, 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: \_\_\_\_\_ - \_\_\_\_\_

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