



Continuing Education

St. Louis County and Municipal Police Academy

◀ Program Announcement ▶

ADVANCED PRESENTATIONS USING POWERPOINT 2007

Presentation software is a valuable multimedia teaching aid. It allows a speaker / instructor to reach a large audience while at the same time incorporating colors, pictures, video, or sound to reinforce information. Instructional Staff will introduce information on proper utilization of Presentation software. Advance presentation functions will be taught and practiced throughout the class.

The afternoon portion of the class will provide a workshop environment for students wishing to scan in images, surf the web for material and incorporate some of the advanced features into their existing presentations. **Students are encouraged to bring material such as pictures, outlines or an unfinished presentation to troubleshoot and fine tune.**

The program provides basic skills in the following areas using the 2007 Ribbon layout:

- **Hiding Slides:** hiding a slide within your presentation from the audience, to be used only if needed by the speaker
- **Custom Shows:** taking an already created presentation and choosing from slides within to customize a smaller presentation or different target audience
- **Action Buttons:** inserting and setting hyperlinks from action buttons within a presentation using mouse over and mouse click functions
- **Recording Narrations:** recording voice or sounds to add to your presentation. The difference between embedding and linking sound objects in presentations will also be covered. Rehearsing timings that have already been recorded.
- **Grouping Objects:** using lines, shapes, text and colors together as a grouped object. Using created grouped objects with animation to generate special effects.

Introduction to Presentations using PowerPoint is a minimum requirement for this program.
The program will be taught by members of the C.M.P.A. staff.

Session: One, Two, Three, Four & Five

Date(s): February 11 April 10 June 12 August 28 October 9, 2009

Time: 8:00 a.m. - 4:00 p.m. - 7 Hour Class

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

WHO SHOULD ATTEND: Law Enforcement 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 \$50 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 PRESENTATIONS USING POWERPOINT 2007

TRAINING DATE(S): February 11 April 10 June 12 August 28 October 9, 2009

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

TRAINING TIMES: 8:00 a.m. - 4:00 p.m. - 7 Hour Class

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