

Microsoft Word® 2010 for Public Safety™

The leading national training program for law enforcement on Microsoft Word software.

Course Overview

Word for Public Safety™ is designed to help the personnel create, manage, share and protect digital documentation utilizing Microsoft Word® software. Most personnel have a good working knowledge of how to create basic documents in Word, but more than 95% of them are self-taught. This course helps them utilize the program more effectively and efficiently. Any active law enforcement personnel or support staffs (i.e. administrative assistants) are in welcome to attend this course.

Day One

1. **Before Microsoft Word: Cut, Copy, Paste**
2. **Microsoft Word and the LE Academy**
3. **Styles, Style Guides, Themes, Backgrounds**
4. **Footnotes, Citations, Bibliographies**
5. **Indexes and Tables**
6. **Saving Options and Security**

Day Two

1. **Writing with multiple authors**
2. **Reviewing, Proofing and Comments**
3. **PDF and Other Add-ins**
4. **Integration with PowerPoint®**
5. **Writing for LE Publications, Online, Public**
6. **Beyond Microsoft Word®, Google Docs, Openoffice.org, and online storage**
7. **Updating Old Documents (Word 2007 and older, and other formats)**

Day Three (Optional)

1. **Hands On Activities** – Attendees develop their own materials in a structured hands-on environment.
2. **Document Development** – Attendees present portions of their classroom presentations.

Thomas M. Manson



Thomas Manson speaks 50 weeks a year at national and international law enforcement conferences. For 13 years he has worked as a consultant on cases in Homicide, Narcotics, Crimes against Persons, Crimes against Property, Vehicular, and OIS/Administrative Discipline. He is experienced with training and case preparation at Federal, State, County and Municipal levels. His course, *PowerPoint® for Public Safety™*, has been presented to thousands of law enforcement personnel nationally.

Mr. Manson taught at, and received degrees from: Wichita State University (Master of Arts, 1996) and Indiana State University (Bachelor of Science, 1993). He began his law enforcement career with the United States Border Patrol in South Texas.

Mr. Manson lives in Indiana with his wife and daughter

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