

# Word & Adobe for Public Safety

The Leading National Training Program for Law Enforcement on Microsoft Word and Adobe

## Course Details

Host by: Tulsa Police Department

Location: 801 East 91st Street Tulsa, OK

Dates: 08/07/2017 to 08/08/2017, 8am - 4pm

Cost: \$420.00, \$450.00 or \$475.00 (depending on registration date) Includes training manuals, access to online materials

Register at  
[www.policetechnical.com](http://www.policetechnical.com)

## Course Highlights

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.

## Who Should Attend

This class is designed for any active law enforcement personnel, support staff, or administrative assistants. Prior experience is not required.

## Material Requirements

Students should bring a laptop with Microsoft Word and Adobe (version 2003 or higher) is required. Prior experience is not required.

## Agenda

### 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)



### Instructor: Michael Warren

Michael Warren is a police officer for a department in southeast Michigan. In over 21 years of service he has served as a patrol officer, field training officer, detective, patrol sergeant and Training and Standards Sergeant. During his time as a detective he served with the Drug Enforcement Administration. He is currently assigned as a patrol shift commander and as the agency's primary use of force instructor. He resides in southeast Michigan with his wife and four children.