

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

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.