



## OHIO CRIME PREVENTION ASSOCIATION 2009 COMPUTER SKILLS SEMINARS

---

The Ohio Crime Prevention in conjunction with Columbus State Community College will be offering several one and two-day Computer Skills Seminars. These seminars will assist you in acquiring the skills you need to “Upgrade Your Future.”

### **INTRODUCTION TO POWER POINT®**

During this seminar, you will learn how to create, edit, open, save, and print presentations; format text; add, rearrange, and delete slides; use templates; utilize slide masters; insert tables, charts, and clip art; check spelling; and deliver presentation.

- Wednesday, March 18

### **ADVANCED POWER POINT®**

Master PowerPoint® and take your productivity to a higher level with advanced tools and techniques such as custom presentations, animations, special effects, multimedia, and integration with other Microsoft Office® applications.

- Tuesday, April 14

### **INTRODUCTION TO EXCEL®**

In this seminar you will learn how to create, edit, open, save, and print workbooks; enter data, formulas, and functions; use absolute and relative references; format cells, and insert charts.

- Monday, March 30

### **INTERMEDIATE EXCEL®**

Learn to use Excel® more effectively in this intermediate seminar. You will learn how to work with lists; link and consolidate worksheets; create combination charts; sort and filter; and use advanced formatting.

- Thursday, April 30

### **DREAMWEAVER®**

Dreamweaver is a powerful Web-authoring package and is the choice of Web development professionals and others who want to go beyond the basic capabilities of tools like FrontPage®. This two-day seminar will help you get started with Dreamweaver to create a basic Web site complete with links, images, formatting, style sheets, and tables.

- Thursday, April 9 & Friday, April 10

## **TRAINING FEE**

The registration fee for the one-day Computer Skills Seminars is \$125.00 and \$250.00 for the two-day seminar. The registration fee includes handout materials and classroom instruction.

**Cancellation Policy:** If circumstances dictate cancellation, please call the OCPA office TEN days prior to the class date. You will be responsible for payment after the cancellation date and will be billed accordingly.

## **TRAINING LOCATION, TIME AND DIRECTIONS**

All classes will be held at the Columbus State Community College Center for Workforce Development (CEWD) on Columbus State's main campus located at 315 Cleveland Avenue, Columbus, Ohio 43216.

All seminars begin at 8:30 a.m. and conclude at 4:30 p.m. A one-hour lunch break will be given mid-day.

### **Driving Directions To the Downtown Campus:**

**From the East:** Take I-70 West to I-71 North, exit at Broad Street. Go LEFT on Broad Street, to 3<sup>rd</sup> light, which is Cleveland Avenue. Turn right on Cleveland Ave, go through four traffic lights, main campus will be on your right.

**From the West:** Take I-70 East to I-670 East, exit on Cleveland Avenue. Turn RIGHT on Cleveland Avenue, Main Campus will be on your left.

**From the North:** Take I-71 South to the Spring Street exit, which exits off the left side of the highway. Go right on Spring Street. Main campus will be on your right.

**From the South:** Take I-71 North, to the Broad Street exit. Go left on Broad Street to the third traffic light, which is Cleveland Avenue. Turn right on Cleveland Avenue, go through four traffic lights, main campus will be on your right.

### **OHIO CRIME PREVENTION ASSOCIATION**

P. O. Box 857

Delaware, OH 43015-0857

Phone: 614.389.2406

Fax: 614.389.2474

Web: [www.ocpa-oh.org](http://www.ocpa-oh.org)

**Shaun Campbell, Executive Director**

[shaun.campbell@ocpa-oh.org](mailto:shaun.campbell@ocpa-oh.org)

**Brenda Kuba, Membership Director**

[brenda.kuba@ocpa-oh.org](mailto:brenda.kuba@ocpa-oh.org)



## **OCPA COMPUTER SKILLS SEMINARS REGISTRATION FORM**

**NAME** \_\_\_\_\_

**TITLE** \_\_\_\_\_

**AGENCY** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_

**CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_ **ZIP** \_\_\_\_\_

**PHONE** \_\_\_\_\_ **FAX** \_\_\_\_\_

**EMAIL** \_\_\_\_\_ (Required)

### **TRAINING ATTENDING**

- |                                                      |                                                       |
|------------------------------------------------------|-------------------------------------------------------|
| <input type="checkbox"/> Introduction to Power Point | <b>Wednesday, March 18, 2009</b>                      |
| <input type="checkbox"/> Introduction to Excel       | <b>Monday, March 30, 2009</b>                         |
| <input type="checkbox"/> Dreamweaver                 | <b>Thursday, April 9 &amp; Friday, April 20, 2009</b> |
| <input type="checkbox"/> Advanced Power Point        | <b>Tuesday, April 14, 2009</b>                        |
| <input type="checkbox"/> Intermediate Excel          | <b>Thursday, April 30, 2009</b>                       |

- PAYMENT:**  Invoice Organization
- Check Enclosed (*payable to: Ohio Crime Prevention Association*)  
\$125 for one-day seminar; \$250 for two-day seminar

**CANCELLATION POLICY:** TEN (10) days prior to the class date.

**Upon receipt of seminar registration, OCPA will send via e-mail your confirmation, map and parking pass. Please make sure that you include an e-mail address above.**

### **MAIL OR FAX REGISTRATION TO:**

Ohio Crime Prevention Association  
P. O. Box 857; Delaware, OH 43015-0857  
Phone: (614) 389-2406 Fax: (614) 389-2474  
Web Site: [www.ocpa-oh.org](http://www.ocpa-oh.org)