



MUNIS[®] Office

Presented by *PSST University*

6 CEU Hours
Leadership Hours
CPA CEU Hours
KDE Cert #FO-61
EILA – 06 EIL 0245

Prerequisites:
General working
knowledge of
MUNIS

Course Times
9 AM – 4 PM

Who should attend: MUNIS users who
want to quickly extract MUNIS
information into MS Excel or Word

Class Description:

This class teaches the attendee how to use MUNIS Office effectively using Kentucky specific examples. The examples represent multiple areas of the MUNIS system. Since MUNIS Office is not implemented into all areas of MUNIS, the class describes the areas available for MUNIS Office use.

This class is highly interactive using hands-on exercises extensively to help the attendee understand and retain the methods of using MUNIS Office.

The Paper Clip function is reviewed to help the attendee understand the various types of documents that can be attached in MUNIS.

Once MUNIS information is extracted into MS Excel, the class describes what data clean-up is required and teaches several advanced uses of Excel. These advanced functions will save significant time in the attendee's daily use of Excel. Data extract and formatting examples into MS Word are also taught through exercises.

Comments from past attendees:

"The hands on training has been effective and extremely helpful." ***Bobbie Robinson, Barbourville Ind.***

"Definitely take this training – I learned a lot." ***Mary Lois Wesley, Science Hill Ind.***

To request a class at your district contact Belinda McDermott at 1-800-488-7395 or email
belindam@psst.com