

Excel for Public Safety

Harnessing the Power of Microsoft Excel to Better Manage Data & Improve Investigations

Host: Columbus Police Training Academy

Location: 1000 N. Hague Ave. Columbus, OH 43204

Dates: August 13, 2019 - August 14, 2019 **8:00am - 4:00pm**

Fee: \$420.00, \$450.00 or \$475.00 (depending on registration date)

Register Online at:

<https://www.policetechnical.com/register/?id=1406>

Course Description

Microsoft Excel® for Public Safety™ is designed to help public safety personnel best utilize Microsoft Excel® to successfully manage law enforcement specific data. Whether it is case specific data (e.g. telephone tolls, financials) or agency-wide data (e.g. arrest stats, fugitive lists, calls for service), it can be analyzed with just a few clicks using this powerful tool!

Who Should Attend

This course is intended for law enforcement personnel, which includes: any sworn officer, support staff, administrative personnel, Supervisors and Management. Attendees need only a basic understanding of computers and Excel®. No technical or analytical background is required.

Material Requirements

Students should bring a laptop with Microsoft Excel (version 2003 or higher). Additional materials (data sets) will be provided to students.

Agenda

Day One

1. Uses in Law Enforcement - Telephone tolls; Financial analyses; Agency stats
2. Navigation & Manipulation - Rows, columns, cells, ranges, worksheets
3. Tools - Autofill, conditional formatting
4. Simple formulas - Sum, Average, Median, Mode, Crime Rate and more
5. Complex formulas - Date conversion to days of week, months of year
6. Concatenating - Combining data stored separately

Day Two

1. Parsing - Separating data using Text to Columns
2. Best Charting practices - Bar, columnar, and pie chart usage; proper use of data labels, legends, gridlines etc.
3. Why you should never chart in 3-D
4. Importing/Exporting - Linking data between products
5. Data Validation - Creating pull-down lists to give forced options
6. The three analytical tools you must know - Sorting, filtering, & the magic of Pivot Tables



647 Ohio Street
Terre Haute, Indiana 47807
812-232-4200
info@policetechnical.com