

# Excel for Public Safety



**Location:** LA HIDTA - 5801 E. Slauson Ave., Commerce, CA 90040

**Date:** January 22-23, 2025 0800-1600 Hrs PST

**Cost:** **\$475.00** (\$450.00 if purchased by December 22)

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

### Course Overview

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).

### Day One

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

### Day Two

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

Register Here: [HTTPS://LAHIDTATRaining.org](https://LAHIDTATRaining.org)

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