

Excel: Advanced Topics



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

Date: February 26-27, 2025 0800-1600 Hrs PST

Cost: **\$475.00** (\$425.00 if purchased by November 26)

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

Course Overview:

Advanced Microsoft Excel® for Public Safety™ is designed to further public safety personnel's Excel skills to aide in law enforcement data managing and analysis. The basic Excel skills learned in the prerequisite offered by Police Technical, Microsoft Excel® for Public Safety™, will be broadened. You'll learn more formulas to expand your analysis capabilities, timeline tools, and power tools for querying and charting.

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 a basic understanding of computers and Excel®; course prerequisite Microsoft Excel® for Public Safety™ recommended but not required. 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

- Navigation & Manipulation Tools – Status bar and other add-ins
- Importing from a Pre-Existing Database – Import from Access, Word, Text, and others
- Complex Formulas – Dates and Times and If Statements
- Common Errors – What am I doing wrong?
- Timelines in Excel – Visual of the WHENs

Day Two

- More Complex Formulas – VLOOKUP and statistics
- Macros Creation and Manipulation – Automation techniques
- Power Querying and Power Pivots – Asking questions and getting answers
- Printing in Excel

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

Questions or Comments: KENNETH.CORDRAY@LACLEAR.CA.GOV