

## Microsoft Excel® 2010 for Public Safety™

Harnessing the power of Microsoft Excel® to better manage data & improve investigations.

### Course Overview

Microsoft Excel® 2010 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!

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.

### Day 1

1. **Uses in Law Enforcement** – Telephone tolls; Financial analyses; Agency stats
2. **Navigation & Manipulation** – Rows, columns, cells, ranges, worksheets, workbooks
3. **Tools** – Autofill, conditional formatting
4. **Simple formulas** – Sum, Average, Median, Mode, Crime Rate, and Percentage of Change
5. **Complex formulas** – Date conversion to days of week, months of year

### Day 2

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

### Day 3 (Optional)

1. **Hands On Activities** – Attendees develop their own materials in a structured hands-on environment.
2. **Custom Development** – Attendees work with instructor on existing case materials in need of support.

## Amy Kupiszewski



Amy began her analytical career with the Florida Department of Law Enforcement's Tampa office in 1995. She spent a majority of her 9 years there as a Financial Crime Analyst working cases involving money laundering, RICO, public corruption, embezzlement, theft, forgery, telemarketing schemes, computer crimes, environmental crimes and various frauds.

Since 1997, she has been an Adjunct Instructor for the Multijurisdictional Counterdrug Task Force Training (MCTFT) teaching courses involving Analytical Investigative Techniques through St. Petersburg College.

She has been a lead instructor, curriculum design team member, and grading & evaluation board member for FDLE's first-ever state-recognized Florida Law Enforcement Analyst Academy (FLEAA) since its inception in 2003, as well as an instructor in both the prerequisite classes.

Amy has a Bachelor's degree in Criminology from Florida State University and performed graduate studies at the University of South Florida. Amy received her Instructor Certification from the State of Florida Commission on Criminal Justice Standards and Training. She lives in Florida with her husband and their 2 daughters.

**For scheduling please contact:**

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