

# Excel for Public Safety

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

## Course Details

Host by: Tulsa Police Department

Location: 801 East 91st Street Tulsa, OK

Dates: 09/18/2017 to 09/19/2017, 8am - 4pm

Cost: \$420.00, \$450.00 or \$475.00 (depending on registration date) Includes training manuals, access to online materials, data sets

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## Course Highlights

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.

## 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



### Instructor: Amy Kupiszewski

Amy Kupiszewski is a technical trainer and analyst in north Florida. She began her analytical career with the Florida Department of Law Enforcement's Tampa office in 1995. She spent a majority of her 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 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.



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