

# Excel for Public Safety

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

## Course Details

Host by: El Cajon Police Department

Location: 100 Civic Center Way El Cajon, CA

Dates: 08/07/2017 to 08/08/2017, 8am - 4pm

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

Register at  
[www.policetechnical.com](http://www.policetechnical.com)

## 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.

## Who Should Attend

This class is designed for analysts. Attendees need only a basic understanding of computers and Excel®. No technical or analytical background is required. Students can include analysts, support staff, administrative personnel, and supervisors.

## 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: Kathleen Murphy

Katie Murphy is a veteran criminal analyst who began her law enforcement career with a sheriff's office in Central Florida. She received her Bachelor's degree from the University of California, San Diego and is currently pursuing her Master of Public Administration from the University of Central Florida. Ms. Murphy worked as a full-time analyst for a sheriff's office in Central Florida in 2008 before accepting a position in Research and Training with the Florida Department of Law Enforcement in support of the Florida's Analyst Academy. During that time, she served as the Director of the Analyst Training Program, responsible for the certification of analysts throughout the State of Florida. In 2014, Ms. Murphy accepted a position as a crime intelligence analyst for FDLE's Orlando Regional Operations Center and was assigned to the intelligence squad. She has since been promoted to the Senior Crime Intelligence Analyst Supervisor where she oversees the analytical squad, comprised of analysts assigned to violent crime, economic crime, cyber/high-tech crime, organized crime, narcotics, and public integrity. Ms. Murphy has taught as the primary instructor in the FDLE Analyst Training Program, from pre-requisites to core courses. She is an FDLE Certified Law Enforcement Analyst, California Department of Justice Certified Crime and Intelligence Analyst and Criminal Justice Standards and Training Commission (CJSTC - FL) Certified Instructor. Ms. Murphy lives in Central Florida with her family.