

Excel for Public Safety

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

Course Details

Host by: Richland Police Department

Location: 871 George Washington Way Richland, WA

Dates: 08/21/2017 to 08/22/2017, 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

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 | Day Two |
|---|---|
| <ol style="list-style-type: none">1. Uses in Law Enforcement - Telephone tolls; Financial analyses; Agency stats2. Navigation & Manipulation - Rows, columns, cells, ranges, worksheets3. Tools - Autofill, conditional formatting4. Simple formulas - Sum, Average, Median, Mode, Crime Rate and more5. Complex formulas - Date conversion to days of week, months of year6. Concatenating - Combining data stored separately | <ol style="list-style-type: none">1. Parsing - Separating data using Text to Columns2. 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-D4. Importing/Exporting - Linking data between products5. Data Validation - Creating pull-down lists to give forced options6. The three analytical tools you must know - Sorting, filtering, & the magic of Pivot Tables |



Instructor: Ashley Englefield

Ashley Englefield is a 14 year veteran of the Sacramento Police Department in Northern California. Prior to becoming a police officer Mr. Englefield was a United States Marine and obtained a Bachelors degree in Information Systems from California State University Sacramento. After his time in the patrol division, Mr. Englefield joined the Detective division and worked as an investigator in the narcotics, gangs, and eventually the homicide division. During his time as a homicide detective Mr. Englefield gained expertise in conducting investigations into cell phones, cell phone records, and many aspects of internet related technologies. Mr. Englefield is currently a student at the University of Cambridge (UK) completing a Masters degree in Criminology. Mr. Englefield resides in California with his wife and daughter.