OREGON-IDAHO HIDTA PROGRAM

Excel for Public Safety

LOCATION -   Portland Police Bureau, North Precinct Community Room
449 N.E. Emerson, Portland, Oregon

DATE & TIME -   Monday, January 23rd - Tuesday, January 24th, 2023
8:00 AM – 5:00 PM

Cost: Free

Attendance Limited to 40 Students

SYNOPSIS

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!

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.

Students should bring a laptop with Microsoft Excel (version 2003 or higher). Additional materials (data sets) will be provided to students.

COURSE OBJECTIVES

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*

INSTRUCTORS

Instructors are provided by Police Technical

REGISTRATION

The course is limited to 40 students. Registration for this course is **Free**.

Event registration may be completed **online** by following these instructions:

1. Open your web browser and log into **https://registration.nhac.org**
2. Enter the word **Class** (case sensitive) for username
3. Enter **$Training33172** (case sensitive) for password
4. Select *Oregon - Idaho*
5. Select **Click to view Training Events** link
6. Select *Excel for Public Safety.*
7. Fill in the **HOTT Online Application**
8. Select **Complete Registration**
   Save the application number.
   You will receive an email indicating that you have been enrolled in the training.

Questions; Contact Oregon-Idaho HIDTA Deputy Director Ned Walls:
 ned.walls@dpsst.oregon.gov 503-947-8558