

Intermediate Excel Skills for Law Enforcement Inspections and Auditing Excel-201

**Live Online February 4, 2022
Presented by**



Course Description:

Learn intermediate Microsoft Excel skills for law enforcement inspections and auditing to enhance your knowledge and improve your effectiveness while adding value to your position and your organization. Microsoft Excel is the industry leading spreadsheet software program, a powerful data visualization and analysis tool used by most government organizations. This course is based on law enforcement related scenarios and is designed to give you a intermediate mid-level working knowledge of Excel specifically for Law Enforcement related inspections and auditing engagements. Excel functionality is introduced using easy to understand examples which are demonstrated in a way that learners can become comfortable in understanding and applying them. This class is the second in a series of Excel classes designed for law enforcement inspections and auditing professionals.

Excel-201 Course objectives: Who should take this course?

If you are <i>competent using Excel</i> for the following tasks, take this course! <i>If not, take the 101 course.</i>	What is covered in the intermediate 201 course
<ul style="list-style-type: none"> • Use basic ribbon functions • Create your own easy to use spreadsheets and workbooks from scratch and understand how they work! • Format cells, columns, and rows • Use number and data formats • Create and edit tables • Sorting / Filtering data • Creating drop down menus • Create and format tabs • Printing and auto fill options 	<ul style="list-style-type: none"> • Combining data from multiple cells • Combining data from multiple sheets • Formulas and Functions • Data Subtotals • Custom sort • Conditional formatting • Random Sample • Stratified Sample

This class is for law enforcement professionals (sworn and non-sworn)

- With some experience with Excel (see chart above)
- Interested in or responsible for law enforcement business related-controls, compliance, and quality assurance activities
- Interested in leveraging Microsoft Excel for inspections and auditing to make your job easier

Sessions will include an Excel template and step by step written instructions for all class exercises. Computer used during class must have camera and microphone for WebEx online sessions and Microsoft Excel software. Participants should have Excel 2016 or higher installed on their computer prior to attending this workshop.

Classroom location: In the comfort of your home or office! LIVE Online course.

QUESTIONS / CONCERNS: Call: Dan Olson

Phone: (602) 510-8481 Email: dan@ldconsultingllc.com Web Site: LDConsultingllc.com

COST: REGISTRATION: \$110.00

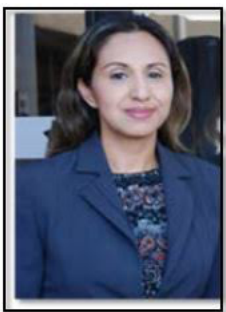
3 hours CEP certificate provided.

CLASS MEETS ONLINE FRIDAY FEBRUARY 4TH AT 10:00 AM (CA. TIME) ENDING AT 1:15

FOR MORE INFORMATION OR TO REGISTER ON LINE GO TO [HTTP://WWW.LDCONSULTINGLLC.COM/SCHEDULE](http://WWW.LDCONSULTINGLLC.COM/SCHEDULE)

Instructor Bio on back of flyer:

Instructor for this course.



Mayra Lopez,

MA Business Management, Consulting Analyst LD Consulting LLC

I enjoy working with our clients to explore ways in which they can leverage Excel to increase efficiency and effectiveness and **make your job easier**. Many of our clients share some of the same frustrations:

- Spending hours each month running reports and analyzing data – is there a better way?
- Wasting time trying to organize data so they can explain it to others.
- Frustrated trying to visualize data for an engagement.
- Transferred to new assignment requiring data analysis and reporting responsibilities with little or no training.
- Searching the internet to find solutions to excel questions, none of which seem to be related to law enforcement.

In our Excel training I address these frustrations along with many other techniques to maximize Excel software for your data analysis needs.

Mayra Lopez is an analyst and instructor with LD Consulting. She creates training videos and class material as well as provides consulting assistance to Law Enforcement Inspections and Auditing Group (LEIAG) members and our clients. Mayra has years of experience as an administrative analyst for a large California law-enforcement agency. She has a BA in Criminal Justice and Sociology from Cal State University of San Marcos and an MA in Business Management from the National University of San Diego. She is credentialed to teach adult education in Computer Applications, English as a Second Language, Finance and Business. She is an associate faculty instructor at a Community College and teaches several courses to include Microsoft Office Word, Excel, & PowerPoint.