Basic Excel Skills for Law Enforcement Inspections and Auditing Excel-101

Live Online January 25th, 2023
Presented by

LD CONSULTING LLC
LAW ENFORCEMENT AUDIT AND INSPECTIONS TRAINING AND CONSULTING
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Course Description:
Learn the basics of Microsoft Excel for law enforcement inspections and auditing to enhance your skills 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 basic 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 first in a series of Excel classes designed for law enforcement inspections and auditing professionals.

Excel-101 Course objectives:

Participants learn the most common Excel functions and build a solid understanding of the software and learn how to:
- 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 date formats
- Create and edit tables
- Sorting data (alphabetically and numerically)
- Filtering data
- Creating drop down menus
- Create and format tabs
- Utilize basic math functions
- Printing Options
- Auto Fill Option

This class is for law enforcement professionals (sworn and non-sworn)
- With limited or no experience with Excel
- 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. Two monitors are highly recommended to get the most out of the course. 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. Duration, 3 hours.

QUESTIONS / CONCERNS: Call: Dan Olson
Phone: (602) 510-8481 **Email:** dan@ldconsultingllc.com   **Web Site:**LDConsultingllc.com
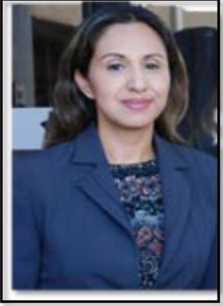**COST: REGISTRATION:** $110.00
3 hours CEP certificate provided.
CLASS MEETS ONLINE WEDS JANUARY 25TH AT **10:00 AM (CA. TIME) ENDING AT 1:15 PM**
FOR MORE INFORMATION OR TO REGISTER ON LINE GO TO HTTP://WWW.LDCONSULTINGLLC.COM/SCHEDULE
Instructor Bio on back of flyer:

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 or **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 you can explain it to others.
- Transferred to new assignment requiring data analysis and reporting responsibilities with little or no training.
- Wasting time searching the internet to find solutions to excel questions, none of which seem to be related to law enforcement.

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.