EXCEL: SIMPLE DATA ANALYSIS

(Sworn and Civilians)

Course Description:

Learn "Simple Microsoft Excel Data Analysis" using *law-enforcement-related scenarios*. This course will provide data analysis knowledge of Excel using law enforcement-related topics. This class is the first in a series of Excel classes designed for law enforcement.

EXCEL-101 Objectives:

Location: Online

Date: September 6th 2023

Time: 10:00 am to 1:15 (PST)

Fee: *$110* (3) CEP Certificate provided

Register: https://www.ldconsultingllc.com/events/excel-101-may-2023

- Create spreadsheets to manage, organize, and analyze data.
- Learn common ribbon and math functions.
- Learn data visualization tools (e.g., tables and graphs.
- Use the Data Validation feature to create restricted data entry lists to increase productivity and decrease data entry errors.
- Use Sort and Filters to organize and view data.
- Use the Auto Fill function to limit manual data entry.
- Learn different Printing Options.

By the end of the webinar you will know how to use the most common Excel ribbon and math functions. As well as how to use Tables, Filters, Data Validation, and Print Options, to increase productivity and decrease data entry errors.

This webinar is hands-on. An **Excel template and step-by-step written instructions** for all class exercises. The computer used during class must have a camera and microphone for WebEx. Participants should have *Excel 2016* or higher installed on their computers. See next page for course instructor information.

QUESTIONS / CONCERNS:

Call: Dan Olson   **Phone:** (602) 510-8481   **Email:** dan@ldconsultingllc.com

Instructor for this course.
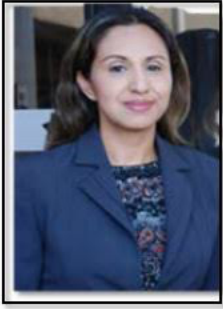
Mayra Lopez,

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.