EXCEL-Simple Data Analysis for Law Enforcement

(for sworn and civilian)

Course Description:

Learn "Simple Microsoft Excel Data Analysis" features using _law-enforcement-related scenarios_.

Excel-101 Objectives:

- Create spreadsheets to manage, organize, and analyze data.
- Learn common ribbon and math functions.
- Learn data visualization tools (e.g., tables and graphs).
- Learn Data Validation.
- 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.

Location: Online

Instructor: Mayra Lopez
Certified Microsoft Office Specialist
18+ years of experience

Date: March 27th, 2024

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

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

Register:https://www.ldconsultingllc.com/class-schedule

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.

QUESTIONS / CONCERNS:

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