

Level up your MS Office Skills

Microsoft Office Suite has remained the go to set of tools for most police agencies. Most in the analyst community are familiar with the tools in some form or fashion. This 12-week course offers an advanced study of Access, Excel, PowerPoint, Word, and general statistics. Learn to build your own clean Access databases, create charts, maps, and timelines in Excel, record videos in PowerPoint, and create bolder bulletins in Word. Statistics used daily by analysts will be simplified and enhanced with formulas in Excel. Use the tools you already have at your disposal before begging for more budget! *This is an advanced course. Students must already have a working knowledge of Excel (PivotTables and basic formula knowledge are a must), PowerPoint, and Word. Some Access and statistical knowledge is a plus.*



A format for your busy schedule

This class is held online over 12 weeks. There are no live sessions, so you can complete the work whenever it fits your schedule! If you get busy and can't complete the work, you can transfer to a later session without having to pay the full fee again. We recommend students use MS Office 2016 or later, but you are welcome to join regardless of your office version!

Why Choose Us

- + Each 12-week class is worth 4 points towards CLEA testing eligibility and awards a certificate upon completion.
- + Online classes are only \$395 for IACA members or \$445 for non-members.
- + The IACA is the premier source for crime analysis training. Combined, over 4300 analysts have taken an IACA course!
- + Build a strong foundation of the concepts, techniques, theories, and skills most useful to crime analysts

Weekly Outline

- **Access (3 weeks)**
 - Week 1-Building Your Access Database, Table Creation, joining tables, forms
 - Week 2-Fixing Issues with the database, adding items, and querying your data
 - Week 3-Database Communication & Linking Information
- **Excel (3 weeks)**
 - Week 4-Excel Analysis
 - Week 5-Formulas in Excel
 - Week 6-Simplifying your Analysis-VLOOKUP, Conditional Formatting, & Macros
- **PowerPoint (1 week)**
 - Week 7-Animation, Master slide list, embedding/linking data, recording video
- **Word (1 week)**
 - Week 8-Word Bulletins & Reports
- **Data/Stats (1 week)**
 - Week 9-Data type, data collection, statistics by hand, & statistics in Excel
- **Microsoft Extras (1 week)**
 - Week 10-Outlook, Excel Power Maps, & Creating Bulletins in Publisher
- **Final Project (2 weeks)**

Contact Now



training@iaca.net



www.iaca.net