



Using MS Office, Access, Excel and PowerPoint for Law Enforcement

2023
November 15-17

Hosted by York County Sheriff's Office
Alfred, Maine

REGISTER NOW
cailaw.org/ilea

EVENT HIGHLIGHTS

- » Identifying a Crime Series by Using Queries
- » Creating Tables
- » Creating Reports in Access
- » Formatting, Charting and Formulas in Excel
- » Predicting Future Offenses by Date and Time
- » Automating Reports Through Linking and Macros
- » Cleaning Data
- » Data Analysis in Excel



COURSE OVERVIEW

Using Microsoft Office as a tool, this 2.5 day program will demonstrate the benefits of technology in crime analysis, investigations and community policing. Utilizing exercises similar to projects faced by law enforcement personnel, participants will use Microsoft Access, Excel and PowerPoint in concert to analyze crime patterns, trends and problems.

In order for participants to receive the most benefit from this learning experience, they will be asked to bring a laptop loaded with MS Office Professional* (version 2007 or later) with both Microsoft Excel and PowerPoint. MS Office 2016 (365) would be preferred). If a laptop is not available, the student may share with another student or simply observe the techniques being used in class.

TOPICS

- Creating Tables
- Importing Data
- Identifying a Crime Series by Using Queries
- Creating Reports in Access
- Formatting, Charting and Formulas in Excel
- Predicting Future Offenses by Date and Time
- Cleaning Data
- Data Analysis in Excel
- Automating Reports Through Linking and Macros

WHO SHOULD ATTEND

This course is aimed at police executives and managers, police officers, crime analysts, investigators, community policing personnel, deployment personnel, and budget and finance personnel.

TUITION | LOCATION | TIMES

TUITION

\$ 500 per person (Includes all materials, lodging and meals are excluded.)

LOCATION | TIMES

York County Sheriff's Office
1 Layman Way
Alfred, Maine 04002

DAY 1 & 2: 8:30 AM TO 4:30 PM

DAY 3: 8:30 AM TO 12:00 PM

*See event page for a list of surrounding area hotels.

The Institute for Law Enforcement Administration's mission is to improve the quality of justice by developing law enforcement leaders and practitioners through premier professional education and technical support.

REGISTRATION FORM

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Registration includes all instruction and handouts. Lodging and meals are excluded.

\$500 per person

REGISTRATION ROSTER

Your name & contact information will be included on the Registration Roster, unless you indicate otherwise below.

Include only my name & employer/company's name on the roster.
Do not include my name & contact information on the roster.

Name/Rank _____

Agency/Firm _____

Address _____

City, State _____ Postal Code _____

Country _____ Phone _____

E-mail _____

RACE / ETHNICITY

To assist CAIL in its commitment to inclusivity, diversity and non-discrimination, we invite you to provide the following (optional) information:

Hispanic/Latino	White	Black/African American
Native Hawaiian/Other Pac Island	American Indian/AlaskaNative	
Asian	Two or More Races	Decline to Specify

PAYMENT INFORMATION

Check enclosed payable to: The Center for American and International Law

Purchase Order attached# _____

Invoice my agency: Attention: _____

Credit Card: All credit card payments should be made online through the event page or through www.cailaw.org/payment.

GENERAL INFORMATION

CANCELLATION POLICY: Tuition, less a \$50 handling charge for each registration, will be refunded upon **WRITTEN CANCELLATION** received not later than five (5) working days prior to the program. Email lgaspar@cailaw.org. After this date, no refunds, but substitution of attendees for this program will be permitted. Registrants not entitled to a refund will receive the course materials online.

NONDISCRIMINATION POLICY: The Center for American and International Law does not discriminate on the basis of race, color, sex, religion, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other protected status in educational activities, scholarship programs or admissions.

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ELIGIBILITY POLICY: The Institute for Law Enforcement Administration provides professional education and technical support to the law enforcement community. A registrant in an ILEA program must be a sworn officer; a civilian employee of a law enforcement department; or an employee of a municipal, county or state agency. Anyone interested in attending an ILEA program who does not meet the above standard requirements will need to request advance approval. Such requests will be considered on a case-by-case basis.

PHOTO/AUDIO/VIDEO RELEASE: Registration for or attendance at this event acknowledges consent to be recorded or photographed. We reserve the right to use any photograph/video taken at our events, without the expressed written permission of those included within the photograph/video. We may use the photograph/video in publications or other media material produced, used or contracted including but not limited to: brochures, invitations, books, newspapers, magazines, television, websites, annual reports, newsletters, etc. To ensure the privacy of individuals, images will not be identified using full names or personal identifying information without written approval from the photographed subject.

WAYS TO REGISTER

ONLINE

credit card only
www.cailaw.org

MAIL

check only
The Center for American
and International Law
5201 Democracy Dr.
Plano, Texas 75024

EMAIL

Lisa Gaspar: lgaspar@cailaw.org
ILEA: ilea@cailaw.org

PHONE

credit card only
1.972.244.3404
ILEA: 1.972.244.3430
8:30am-5:00pm Central



Institute for
**LAW ENFORCEMENT
ADMINISTRATION**

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The Center for American and International Law
5201 Democracy Drive
Plano, TX USA 75024



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