

EXCEL FOR ANALYSTS - PART 1

Course ref: CRIM09

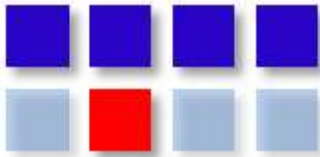
Course description

Microsoft Excel is a powerful spreadsheet program which is used extensively in crime analysis units to maintain and analyse data. In this course students develop the basic worksheet skills necessary to manipulate data and analyse information using an electronic spreadsheet in order to create data reports.

Course content

Included in this course:

- Introduction to excel
- Introduction to evaluating data in excel
- Capabilities of excel
- Crime data
- Entering data onto a worksheet
- Editing worksheets
- Working with Cells
- Formatting a Worksheet
- Templates
- Printing
- Introduction to formulas and functions
- Creating Formulas
- Using excel to analyse dates and times
- Introduction to array formulas
- Count & Sum
- AND/OR/IF
- Audit Toolbar
- Concatenate
- Conditional formatting
- Data Tables - 1 Variable
- Data Tables - 2 Variable
- External links
- GOTO Special
- Multiple windows
- Paste special
- Introduction to Charts
- Sorting
- Filters & Advanced Filters
- Pivot tables



- Pivot charts
- Useful crime analysis formulas
- Using excel to help identify a crime series
- Introduction to macros (VBA)
- Drawing conclusions from data
- Working with probability
- Shortcuts
- Tips & tricks
- Practical exercises

Duration

This course consists of 39 modules and takes about 10 hours to complete. However, individual students work at their own pace and so this estimate should be used as a rough guide only. It may take you considerably longer to complete, or you may finish the course in a shorter time.

IMPORTANT NOTE: When you start this course you will have a maximum of 28 days to complete it. If you do not finish the course within 28 days you will need to signup again.

Fees

The fee quoted applies to this online course only and is due immediately upon enrolment.

Fees are paid by credit or debit card using either Google Checkout, PayPal or our Secure Merchant Account (NoChex). We do not accept American Express cards.

Organisations should contact us for alternative payment methods if required.

The introductory fully inclusive fee for this course is:

£30 (UK Pounds)
\$49* (USD)
€34* (EURO)

* Exchange rate 27th July 2009

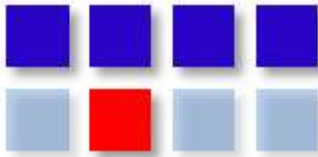
Who should take this course?

This course targets new and experienced crime and intelligence analysts who wish to use excel to analyse crime and intelligence data. This course is also suitable for officers, managers and researchers as well as analysts from external organisations or anyone who would like to understand excel.

How is the course presented?

This course is only available online - the main features include:

- Narrated video presentations to help you understand topics covered;
- Downloadable material - such as documents, audio and images;



- Interactive features such as self assessed knowledge checks;
- Links to relevant useful websites and other material;
- Tutor-assessed practical exercises;
- Testing segments at the end of each chapter;
- Online forums and online 'chat' sessions with tutors and other students;
- Direct email contact with your tutor;
- Reading lists;

Language

This course is currently only available in English.

Prerequisites

In order to complete this course, you must have general computer skills and be able to:

- Use a computer keyboard and mouse
- Navigate the internet to a basic level
- Open and close files on your computer
- Save and retrieve documents on your computer

You must also be able to understand written and spoken English.

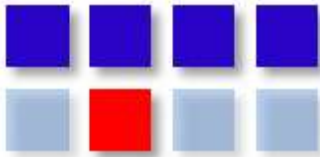
Assessment & certification

This course contains a number of chapters. You must successfully complete each chapter.

A module is considered completed when you have finished all the module chapters and achieved an overall course mark of 60% or more - which is a basic pass - see the table shown below.

Mark (%)	Grade	Description
90-100	A	Excellent
80-89	B	Very Good
70-79	C	Good
60-69	D	Pass
50-59	F	Marginal Fail
0 -49	U	Clear Fail

This course has been developed by Crime & Intelligence Analysis Training Ltd and our own qualification certificate is issued for successful completion. To successfully complete this course students must achieve an average pass mark of 60% (grade D) or higher in all modules on this course.



Applying for this course

Registration is always subject to availability.

This course is unrestricted and generally available to all applicants. However, this is subject to our terms and conditions and we reserve the right to deny access to course material at our sole discretion.

To sign-up for this course you must be registered as a student.

Course availability

This course is in the final stages of development and testing and is expected to be available very shortly. Please use the registration option on our website to sign-up for this course – we will inform you by email when the course is available to enrol upon.

Help

There is no face-to-face support provided for any of our online courses. However, when you sign up for a course you will be supplied with email access to your personal tutor. Other contact options include **LiveChat!** which is accessible from a number of locations including the home page of our website.

Disclaimer

All information published on our e-learning sites is subject to change without notice.

We are not responsible for errors or omissions or damage of any kind resulting from access to our internet resources or use of any of the information contained therein.

Every effort has been made to ensure the accuracy of information presented as factual; however errors may exist.

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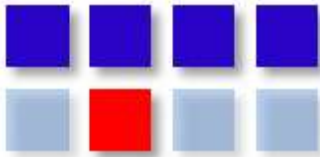
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