



*The International Association of Directors of
Law Enforcement Standards and Training,
with support from the
Texas Department of Transportation*



Data Analysis Using Microsoft Excel® - Basic

Creating Analytical Capacity- Virtual Training Series

Course Description:

IADLEST in cooperation with TXDOT is offering a **FREE** virtual 5-part training series (**21 credit hours**) that focuses on the principles regarding data quality, data analysis, reporting, and evaluation using Microsoft Excel®. It is designed for analysts to learn the key data and analytical skills needed to establish effective and efficient data-driven processes. This training provides detailed instruction and practical exercises regarding the process of organizing quality police data and performing quality analyses.

Skill Development:

- Manage data for analysis in Excel
- Improve data quality through streamlined cleaning methods
- Perform critical data review
- Learn a variety of data management functions and formulas (including trim, proper, substitute, date, min, max, mid, left, right, proper, concatenate, text to column, text formulas, date and time formulas)
- Learn a variety of data analysis functions and formulas (including sum, average, weighted average, percent changes, standard deviation, Z-scores)
- Link multiple data sheets
- Create pivot tables and charts

Workshop Structure:

- Weekly Self-Study Assignments
 - **Session 1: Thursday, February 1, 2024**
- Live Training Sessions
 - Session 2: Thursday, February 8, 2024 1:00 pm – 3:00 pm (cst)
 - Session 3: Thursday, February 15, 2024 1:00 pm – 3:00 pm (cst)
 - Session 4: Thursday, February 22, 2024 1:00 pm – 3:00 pm (cst)
 - Session 5: Thursday, February 29, 2024 1:00 pm – 3:00 pm (cst)

NOTE: Virtual one on one tutorial sessions and assistance will be provided throughout the training.

Instructors:

Debra J. Piehl, IADLEST- DDACTS Analytical Director and DDACTS Subject Matter Expert
Christopher W. Bruce: Assistant Professor, Husson University and Analytical Subject Matter Expert

Registration and Contact Information:

To register for this training contact Daniel Howard, TxDOT- Project Manager at danhoward@iadlest.org or for more information go to [Analytical Training/Resources](#).