



Atlanta HIDTA Training

MS Excel Basic

(Office 2007 Version)

WHEN: May 30-June 1, 2012
9:00 AM – 4:00 PM

WHERE: Atlanta HIDTA Training Room
763 Juniper St. NE, Atlanta, Ga 30308

Note: Parking provided at SE corner of Juniper and 5th Streets

DESCRIPTION: You will be amazed as we list things that can be done in spreadsheets - and, you will be glad to know how easy and useful this software tool can be to your job and personal life. Come join us as we learn how to create sophisticated formulas to calculate statistical data for budgeting, checkbook registers, enrollment records, inventories, coded surveys, field and laboratory research, and financial and accounting data.

Level 1: Excel Basics, Modifying, Formatting, Printing, and Charts.

Level 2: Worksheets, Workbooks, Customizing, Documenting and Auditing, Templates

Level 3: Formulas, Lookups and data tables, Lists, Pivot Tables, Importing and Exporting, Analytical Options, Macros, and Web Topics

INSTRUCTOR: **Deborah Dunbar, Systems Administrator, GSU**

ENROLLMENT: Enrollment is limited to 18 people. This instruction is open to Federal, State, and Local Law Enforcement/Prosecutors, their staff, and Intelligence Analysts.

Additional Information:

There are no fees for this instruction. POST credit of 12 hours will be given. Follow all guidelines for outside training set by your department before enrolling in any HIDTA class. Enroll online at www.atlantahidta.org. Confirmation notice will be sent by return email. It will contain a link to cancel if you are unable to attend after enrolling in the class. Questions may be directed to Albert “Skip” Latson, Atlanta HIDTA Training Coordinator, at email alatson@atlantahidta.org.