

COMPUTER APPLICATIONS IN CRIME ANALYSIS

Computer Applications is a five-day, hands-on workshop in Microsoft Access, Excel, Word, and PowerPoint (with the majority of the time spent on the first two applications). Through a series of realistic lessons, analysts learn how to use the full potential of these programs for tactical, strategic, and administrative analysis.

Included are creating and querying databases with Access; statistics, charting, and data analysis with Excel; desktop publishing (crime bulletins and reports) with Word; and effective presentations with PowerPoint.

This class is intended for the beginner or intermediate user.

Course Outline

Day 1

- Introduction
- Major functions of computer applications for crime analysis
- Overview of Microsoft Office

Day 2

- Microsoft Access
 - Creating a database
 - Creating/linking tables
 - Creating forms & macros
 - Querying data

Day 3

- Microsoft Excel
 - Entering/formatting data
 - Crime Analysis formulas
 - Charting
 - Data analysis

Day 4

- Microsoft Word
 - Text formatting
 - Working with images
 - Tables, objects, text boxes
 - Page laying/printing
- Microsoft PowerPoint
 - Presentation & slide design
 - Charts, tables, images, other media
 - Animation
 - Delivering a presentation

Day 5 (1/2 day)

- Practical Exercises
 - Analyzing a crime series
 - Analyzing a problem