Microsoft Excel for Narcotic Investigations

Course Description: This course provides basic instruction on how to use Microsoft Access and Excel for Law Enforcement. Upon completion of this course, students will be able to understand how to navigate and manipulate the tools and functions of Excel and Access; create and update basic electronic spreadsheets, workbooks, use formulas and functions for completing calculations (e.g. dates, times, account information, phone numbers); format worksheets, produce charts, and use Excel tables; upload Excel spreadsheets into Access to generate documents; perform searches on entire database.

Instructor: Ashley Englefield is an 18 year veteran with law enforcement agencies in Northern California. Prior to becoming a Police Officer Mr. Englefield was a United States Marine and served in the infantry. Mr. Englefield obtained a Bachelor’s degree in Information Systems from California State University Sacramento.

After his time in the patrol division, Mr. Englefield joined the Detective division and worked as an investigator in narcotics, gangs, fugitive apprehension, and eventually the homicide division.

During his time as a Homicide Detective Mr. Englefield gained expertise in conducting investigations into cell phones, cell phone records, and many aspects of internet related technologies.

Mr. Englefield completed a Masters degree in Criminology at the University of Cambridge (UK), and resides in California.

There is no cost for this training.