

# Data Management Techniques

- Regular Expressions:
  - Searching for patterns rather than specific text (ex. phone numbers, emails, addresses, etc.):
  - <https://regex101.com/> -- learn and test regular expressions
  - <https://spreadys.wordpress.com/> (forensic video blog relating to surveillance video)
  - <http://www.search.org/resources/e-crime-investigative-tools/>
  - <http://www.search.org/resources/publications/law-enforcement-tech-guides/>
  - VBA for automating Microsoft Office tasks (Excel, Word, Outlook, etc.)
- Remember techniques are based on the type of case and where data may exist on a device (think as if you are the end user)

# Excel Shortcuts

- `ctrl + arrow` = jump to the end of a section
- `shift + arrow` = extend selection by one cell
- `ctrl + shift + arrow` = extend selection to end
- `ctrl + a` = select all
- `ctrl + shift + l` = toggle filters on/off
- `ctrl + c` = copy
- `ctrl + x` = cut
- `ctrl + v` = paste
- `ctrl + alt + v` = paste special
- `F2` = jump into a cell to edit it
- `F4` = toggle relative/absolute references for a range
- `ctrl + ;` = enter current date
- `ctrl + shift + ;` = enter current time
- `alt +` = Starts to select the menu on the toolbar.  
You can do almost anything in Excel this way.