

The Northwest Environmental Training Center presents:



Introduction to Managing Environmental Data with Microsoft Access

COMP - 401

Course ID: COMP-401 (Course 1 of 2 in a series)
April 22 - 23, 2008, 8:30 A.M. to 5:00 P.M. (2 Days)
ExecuTrain
210 Spear Street
San Francisco, California

Instructor: Tom Sarriugarte

Description: This course is designed for participants who wish to gain beginning to intermediate skills in designing, implementing and testing Microsoft Access relational database applications. This comprehensive class using Access 2003, covers in-depth the Tables, Queries, Forms, Reports, Pages and Macros objects and how to use them through extensive hands-on exercises. These database subjects are taught using real-world examples with actual field data. This course is recommended for anyone desiring a concentrated exposure to Access training in a powerful 2 to 3 day class. Since the data is built around scientific examples, this makes the course especially accessible to anyone performing work where field data gathering, data analysis, and report generation are important.

Course Topics:

Understanding Database Design	Customizing Forms
Relational Database Concepts	Using Calculated Values
Importing and Exporting Data	Parameter Queries
Creating Tables	Using Action Queries
Using Datasheets	Creating and Using Forms
Data Validation	Creating and Using Reports
Defining Table Relationships	Designing Simple Macros
Performing Simple Queries	Database Security/Permissions

This course is part of a series and is immediately followed by the Applied Environmental Database Design and Queries with Microsoft Access workshop, April 24, 2008. Participants are encouraged to request both courses when registering. Courses begin each day at 8:30 A.M. and end at 5:00 P.M.

After completing this course, participants will be able to:

- Understand concepts of database structure and design
- Create relationships between tables
- Import and export datasheets
- Perform simple queries on multiple tables
- Construct and customize forms for retrieving data
- Build macros for automating tasks
- Design and repair environmental databases

Prerequisites: No experience with MS Access is required; however, basic understanding of Microsoft Office software and basic computer skills are required.

Course Materials: Each participant will receive a binder containing the course proceedings (slides, exercises, and reference material)

What to Bring: Pen or pencil (and paper if you prefer not to write in your binder)

Continuing Education Units: 1.3

Registration: \$495 (\$395* for Native American Tribes; nonprofits; government agencies; students; and NAEP, NEBC, NWAEP members). An additional discount applies when registering for both [COMP-401](#) and [COMP-402](#). You may register online via the link below. You may also register via phone by calling the Northwest Environmental Training Center at (206)762-1976.

Cancellation Policy: Registration fees are fully refundable up to 30 days prior to the event and 50 percent refundable (or 100% credit) thereafter up to the day prior to the event. Registration may occur up to the day prior to the event provided that space is available.

Northwest Environmental Training Center
A nonprofit 501(c)(3) program of the Northwest Environmental Education Council
650 S. Orcas Street, Suite 220 | Seattle, Washington 98108
Phone: (206)762-1976 | Fax: (206)762-1979
www.nwetc.org

The Northwest Environmental Training Center presents:



Applied Environmental Database Design and Queries with Microsoft Access

Course ID: COMP-402 (Course 2 of 2 in a series)
April 24, 2008, 8:30 A.M. to 5:00 P.M. (1 Day)
ExecuTrain
210 Spear Street
San Francisco, California

Instructor: Tom Sarriguarte

Course Description: This is the second part of the Managing Data with Microsoft Access for Professionals training class. In the Intro class COMP-401 the students learned the basic elements of database design and implementation. Now they build on and deepen those skills while being introduced to more advanced Access topics such as PivotCharts, PivotTables, Data Access Pages and SQL. This second class is highly recommended to complete the comprehensive Access training series.

Course Topics:

Applied Query Functions	Working with Pivot Charts and Pivot Tables
Form Controls	Publishing Data on the Web
Customizing Controls	Designing Macros
Building Reports from Calculated Queries	Creating Switchboard Forms
	Data Access Pages

This course is part of a series and is immediately preceded by the Introduction to Managing Environmental Data with Microsoft Access workshop, April 22 - 23, 2008. Attendees are encouraged to request both courses when registering.

After completing this course, participants will be able to:

- Apply complex query functions to databases
- Create and design pivot charts and pivot tables
- Perform complex queries using multiple tables
- Create tools for forms and reports
- Create data Access pages
- Build multi-step macros for automating tasks

Prerequisites: Completion of **COMP-401: Introduction to Managing Environmental Data with Microsoft Access**, equivalent course work, or on the job experience is required.

Course Materials: Each attendee will receive a binder containing the course proceedings (slides, exercises, and reference material).

What to Bring: Pen or pencil (and paper if you prefer not to write in your binder)

Continuing Education Units: 0.7

Registration: \$250 (\$195* for Native American Tribes; nonprofits; government agencies; students; and NAEP, NEBC, NWAEP members). An additional discount applies when registering for both **COMP-401** and **COMP-402**. You may register online via the link below. You may also register via phone by calling the Northwest Environmental Training Center at (206) 762-1976.

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Directions to:

ExecuTrain San Francisco

210 Spear Street
San Francisco, CA 94105

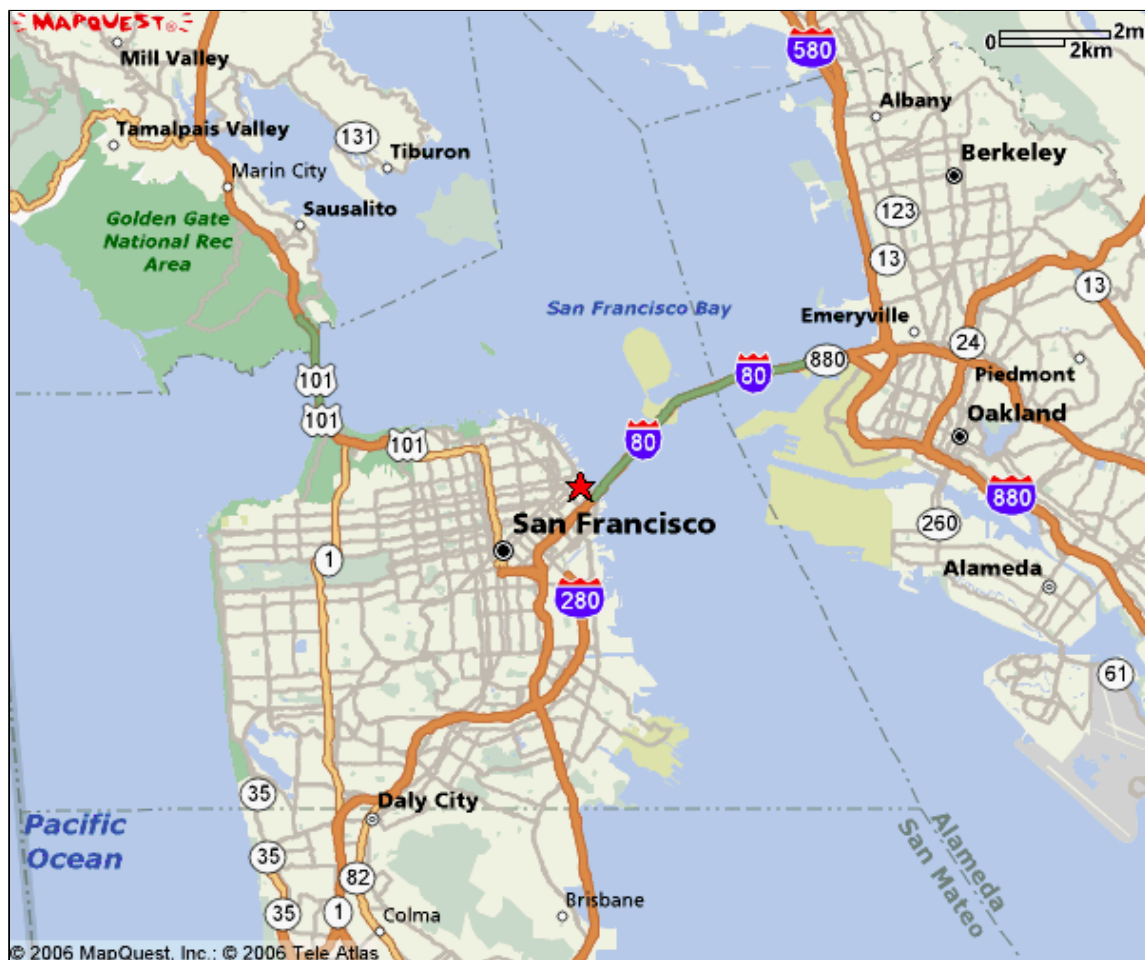
From 101 - Golden Gate Bridge U.S., 101 SOUTH:

Take the MARINA BLVD. exit towards Marina.
Right on MARINA BLVD.
Right on LAGUNA STREET,
Left on BAY ST,
Right on THE EMBARCADERO,
Right on HOWARD ST.,
Left on SPEAR ST.

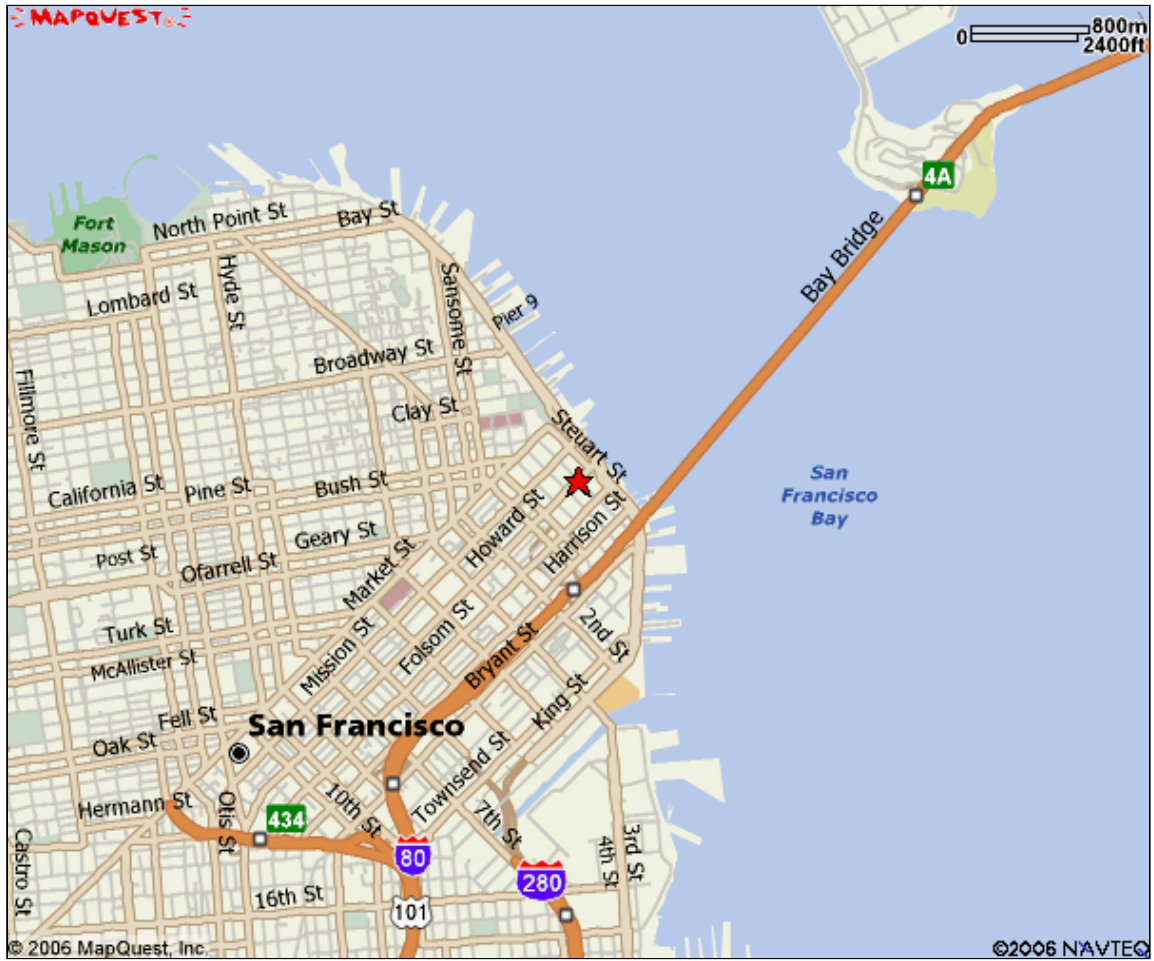
From PENINSULA - 101

FROM 101 take the I-280 exit towards DALY CITY/PORT OF SF.
Continue on I-280 NORTH RAMP towards PORT OF SF.,
Merge on I-280 NORTH.
Take the KING ST. exit, c
Continue on KING ST.,
Continue on THE EMBARCADERO,
Left on BRYANT ST.,
Right on MAIN ST.,
Right on HOWARD ST.,
Right on SPEAR ST.

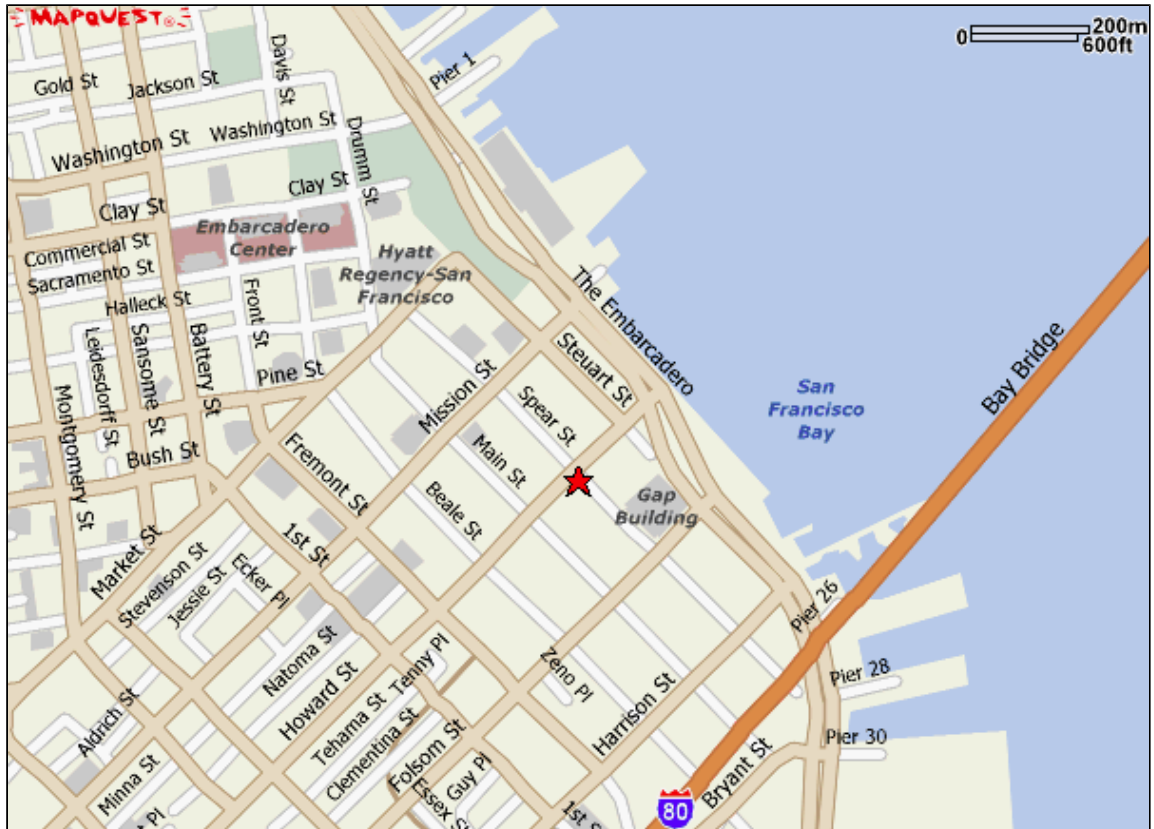
REGIONAL MAP:



CITY MAP:



STREET MAP:





San Francisco California

San Francisco , California | ACCOMMODATIONS near The ExecuTrain-San Francisco

<p>Griffon Hotel 155 Steuart Street San Francisco, CA</p> <p>(reservations)</p>	<p>(415) 495-2100</p>	<p>Hyatt Regency - San Francisco 5 Embarcadero Center San Francisco, CA</p> <p>(reservations)</p>	<p>(415) 788-1234</p>
<p>Harbor Court Hotel 166 The Embarcadero San Francisco, CA</p> <p>(reservations)</p>	<p>(415) 882-1300</p>	<p>Courtyard by Marriott - Downtown 299 2nd Street San Francisco, CA</p> <p>(reservations)</p>	<p>(415) 947-0700</p>
<p>Hotel Vitale 8 Mission Street San Francisco, CA</p> <p>(reservations)</p>	<p>(415) 278-3700</p>	<p>Mandarin Oriental - San Francisco 222 Sansome Street San Francisco, CA</p> <p>(reservations)</p>	<p>(800) 622-0404</p>

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REGISTRATION FORM

Name: _____ Today's Date: _____

Agency/Organization: _____

Street Address: _____ Mail Code: _____

Street Address (cont.): _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____ Title: _____

Indicate Course(s):

Introduction to Managing Environmental Data with Microsoft Access \$ _____

Course ID: COMP-401, April 22 - 23, 2008
ExecuTrain, 210 Spear Street, San Francisco, CA
Registration: \$495 (\$395*)

Applied Environmental Database Design and Queries with Microsoft Access \$ _____

Course ID: COMP-402, April 24, 2008
ExecuTrain, 210 Spear Street, San Francisco, CA
Registration: \$250 (\$195*)

*Reduced rates for Native American Tribes; nonprofits; government; students; and NEBC, NAEP, and NWAEP members. **An additional discount applies to all registrants when registering for both classes.**

Payment Method: Check PO Credit Card (Visa or Mastercard) Total: \$ _____

Credit Card or PO #: _____ Exp: _____

Notes: Please make checks payable to Northwest Environmental Training Center.

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