**Introduction to Managing Environmental Data with Microsoft Access**

**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:**

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

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. 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.

**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.
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 Sarriugarte

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
- Form Controls
- Customizing Controls
- Building Reports from Calculated Queries

### Working with Pivot Charts and Pivot Tables
- Publishing Data on the Web
- Designing Macros
- 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.

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
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:
### ACCOMMODATIONS near The ExecuTrain-San Francisco

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
<th>Reservations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Griffon Hotel</td>
<td>155 Steuart Street</td>
<td>(415) 495-2100</td>
<td>(reservations)</td>
</tr>
<tr>
<td>Harbor Court Hotel</td>
<td>166 The Embarcadero</td>
<td>(415) 882-1300</td>
<td>(reservations)</td>
</tr>
<tr>
<td>Hotel Vitale</td>
<td>8 Mission Street</td>
<td>(415) 278-3700</td>
<td>(reservations)</td>
</tr>
<tr>
<td>Hyatt Regency - San Francisco</td>
<td>5 Embarcadero Center</td>
<td>(415) 788-1234</td>
<td>(reservations)</td>
</tr>
<tr>
<td>Courtyard by Marriott - Downtown</td>
<td>299 2nd Street</td>
<td>(415) 947-0700</td>
<td>(reservations)</td>
</tr>
<tr>
<td>Mandarin Oriental - San Francisco</td>
<td>222 Sansome Street</td>
<td>(800) 622-0404</td>
<td>(reservations)</td>
</tr>
</tbody>
</table>

---

**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](http://www.nwetc.org)
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.
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.