Introduction to Managing Environmental Data with Microsoft Access

June 17-18, 2008, 8:30 A.M. to 5:00 P.M. (2 Days)
California State University - Sacramento
Solano Hall, Room 2001
6000 J Street
Sacramento, California

Instructor: Tom Sarriugarte

Description: This course is designed for participants who wish to gain beginning to intermediate skills in using Microsoft Access to build relational databases for managing and mining their environmental data. This comprehensive class uses Access 2003 to cover in-depth the use of Tables, Queries, Forms, Reports, and Macros objects through extensive hands-on exercises. These Access database subjects are taught using real-world environmental examples with actual field data. This class is recommended for anyone desiring a concentrated exposure to Access training in a powerful 2 to 3 day class.

Course Topics:

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

This course is part of a series and is immediately followed by the Introduction to managing environmental Data with Microsoft Access workshop (Part Two), June 19, 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

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.

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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 Data Management With Microsoft Access**

Course ID: COMP-402 (Course 2 of 2 in a series)
June 19, 2008, 8:30 A.M. to 5:00 P.M. (1 Day)
California State University - Sacramento
Solano Hall, Room 2001
6000 J Street
Sacramento, California

**Instructor:** Tom Sarriugarte

**Course Description:** This is the second part of the Managing Environmental Data with Microsoft Access training class. In the first class, COMP-401, students learn the basic elements of constructing queries, forms, macros and reports. Now they build on and deepen those skills by creating end-user application examples that bring all of those newly learned elements together. In addition, the Access analytic tools PivotCharts and PivotTables are introduced and an SQL primer is included. Comp-402 is split out into a separate class to allow students flexibility in their scheduling and may be taken at a later date although it is highly recommended that the two class series be taken together. Comp-402 is not meant to be taken as a stand-alone class without taking Comp-401.

**Course Topics:**

**Applied Query Functions**
- Form Controls
- Customizing Controls
- Building Reports from Calculated Queries

**Working with Pivot Charts and Pivot Tables**
- Designing Macros
- Creating Switchboard Forms

This course is part of a series and is immediately preceded by the Introduction to Managing Environmental Data with Microsoft Access workshop, June 17-18, 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
- Build multi-step macros for automating tasks

**Prerequisites:** Completion of COMP-401: Introduction to Managing Environmental Data with Microsoft Access.

**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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<table>
<thead>
<tr>
<th>Accommodation</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Larkspur Landing - Sacramento</td>
<td>555 Howe Avenue, Sacramento, CA</td>
<td>(916) 646-1212</td>
<td><a href="http://www.larkspurlanding.com">www.larkspurlanding.com</a></td>
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<td>Comfort Inn</td>
<td>21 Howe Avenue, Sacramento, CA</td>
<td>(916) 379-0400</td>
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<td>Residence Inn - Cal Expo</td>
<td>1530 Howe Avenue, Sacramento, CA</td>
<td>(916) 920-9111</td>
<td><a href="http://www.marriott.com/sacex">www.marriott.com/sacex</a></td>
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<td>Best Western Expo Inn</td>
<td>1413 Howe Avenue, Sacramento, CA</td>
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<td>(916) 386-8408</td>
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<td>Courtyard Marriott - Sacramento Midtown</td>
<td>4422 Y Street, Sacramento, CA</td>
<td>(916) 455-6800</td>
<td><a href="http://www.marriott.com/saccy">www.marriott.com/saccy</a></td>
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<tr>
<td>Radisson Hotel Sacramento</td>
<td>500 Leisure Lane, Sacramento, CA</td>
<td>(916) 922-2020</td>
<td><a href="http://www.radissonsac.com">www.radissonsac.com</a></td>
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<tr>
<td>Clarion Hotel Downtown</td>
<td>700 16th Street, Sacramento, CA</td>
<td>(916) 444-8000</td>
<td><a href="http://www.clarionhotel.com">www.clarionhotel.com</a></td>
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California State University - Sacramento
6000 J Street, Sacramento, CA 95819
(916) 278 - 2090, http://www.csus.edu/pa/visitors.htm

From Points East:
Via I-80 (Auburn, Reno)
1. Take I-80 west into the City of Sacramento.
2. At the split take Business 80 west. (Capitol City Freeway)
3. Proceed to the J Street exit and turn left onto J.
4. Take J Street approximately three miles through East Sacramento to the north entrance of campus.
5. Turn right into the north gate at the intersection of J Street and Carlson Drive.
6. On the right-hand side of the roadway is the Information Booth, where a campus directory and further assistance is available.

Via Highway 50 (Folsom, South Lake Tahoe)
1. Take Highway 50 west into the City of Sacramento
2. Follow signs to the University exit.
3. Proceed to the Howe Ave/Power Inn Road Exit and drive straight through the intersection onto College Town Dr.
4. Take College Town Dr. approximately .5 miles to the south entrance of Sacramento State.
5. Proceed through the third stop light at State University Dr.
6. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points South:
Via I-5 (Stockton, Los Angeles)
1. Take I-5 north into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points North:
Via I-5 (Woodland, Redding, Sacramento International Airport)
1. Take I-5 south into the City of Sacramento
2. Follow signs to the Highway 50 east exit.
3. Merge onto Highway 50 and proceed east to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

From Points West:
Via I-80 (Davis, San Francisco)
1. Take I-80 east towards the City of Sacramento.
2. At the split of I-80 and Bus 80/Hwy 50 in West Sacramento, stay straight on Bus 80/Hwy 50 and proceed into Sacramento.
3. After crossing the Sacramento River I-80 becomes Highway 50, proceed east on 50 to the Howe Ave/Power Inn Road exit.
4. Stay to the far right while exiting the highway and merge onto Hornet Dr.
5. Turn left when the road dead-ends at College Town Dr.
6. Proceed through the second stop light at State University Dr.
7. Just past the intersection, on the right-hand side of the roadway is an information booth where a campus directory and further assistance is available.

California State University - Sacramento Campus
Once at the California State University of Sacramento (CSUS) campus, look for the building called the Academic Information Resource Center (AIRC). Once in the building, go to the 3rd floor and look for the computer lab called the Faculty / Staff Resource Center (FSRC), numerically numbered as room 3012. Once inside the FSRC, attendees will find Training Room 3008, where the workshop will be held. For more information please take a look at the attached link to the CSUS Visitor Information Center for additional details such as parking information, campus map, and eateries: http://www.csus.edu/pa/visitors.htm
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, June 17-18, 2008
  California State University - Sacramento, Solano Hall, Room 2001, Sacramento, CA
  Registration: $495 ($395*)

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  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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