

Learn more in a day than you would in a week or more on your own!

The Essentials of

 **Microsoft**
Access™

A one-day seminar

Find out how Access can keep you on top of the mountain of information you need to run your business and manage your time ...

- How to extract data from databases and put it all in concise, easy-to-read reports
- Relational databases — what they are, how to set them up, and the wealth of efficiencies they provide
- Secrets of optimizing databases and tables
- Awesome Access shortcuts — time- and work-savers you would never find on your own
- The hidden features and power tools Access has to offer

Enroll Today!



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Stay for Day 2!
Microsoft Access:
Advanced Queries, Forms,
Reports, and Macros
(see page 6)



No more false starts.
No more time wasted searching through manuals or documentation.
No more wondering how to finally take control of your data.

Through a lively mix of demonstrations, examples, and instructor-led exercises, you'll learn how to use Access to create databases that will help you manage and use all the information you deal with daily.

This training gives you the foundation for building your skill level as you develop a data management system that truly meets your current and future needs.

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The Essentials of Microsoft Access

You won't find a faster, easier way to learn Access ...

In one of the most productive days you'll ever spend, we'll give you all the training you'll need to put Access to work the very next day.

GUARANTEED!

Microsoft® Access™ is one powerful business tool. It's become the software of choice for anyone who needs to organize, manage, store, and share all the different kinds of information that go into running any business — large, small, and in-between.

The applications of Access are virtually limitless ...

Just think of all the information that comes across your desk or through your department every day: sales stats ... inventory requests ... customer service reports ... vendor correspondence.

There's a never-ending stream of details to keep an eye on and remember, trends to spot-check, and numbers to have at your fingertips — you could drown in all the data if you had to manage it manually.

Access can be your best friend when it comes to ...

- Creating a customer mailing list
- Billing and refunds
- Monitoring expenses
- Tracking incoming orders and outgoing shipments
- Cataloging photographs, clip art, and multimedia resources
- Maintaining employee files
- Keeping time logs
- Monitoring sales performance and histories
- Storing subscriber or donor records
- Managing investment portfolios
- Maintaining vendor profiles
- Planning events or trade shows

As with any tool, Access is effective only if you use it correctly. That's where this course comes in.

Get instant answers to Access questions such as these ...

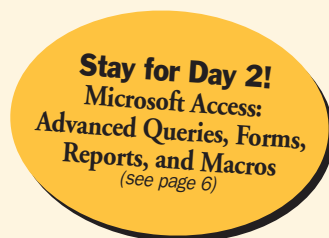
- I've been entering all of my data into Excel. Can I salvage what I've already done and put that information into an Access database?
- **Can Access create a database automatically? If so, how?**
- What's the best way to import and export data between databases?
- I want to modify an existing database, include and add some fields, remove certain records, that kind of thing. How do I go about it?
- **Shortcuts: I'm sure Access has them, but I haven't been able to find many. What are the best ones, and where are they?**
- What's a "primary key" in an Access data table? Why do I need one? How does it work? How do I know I've got the right one?
- My forms aren't very user-friendly. How can I make them easier to work with?
- **How do I make it possible for other users to share my database?**
- Any suggestions for making my data management system expandable as my need for more detailed information grows?

Learn from Microsoft Access pros!

As professionals in a variety of technology-related fields, our Microsoft Access trainers bring years of real-world experience, insider knowledge, and technical expertise to the courses they present. Our trainers know Access inside and out, and — just as important — they possess the patience, ability, and know-how needed to successfully train others in this extraordinary software program.

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We are confident that this program will provide you with the tips and techniques to use Access for tailoring forms, data, and reports to meet your needs. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your program attendance stating the reason you were not satisfied, and we will arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.



“Computerless” training makes every moment count!

This is not hands-on training. Far from it — and for good reason!

People work on computers at different speeds. Some like to experiment on their own; others get lost easily and need frequent help.

In the long run, a hands-on software training class only slows everyone down. Besides, you don't need practice moving your mouse or trying out keyboard commands. Instead, every key point, every significant Access operation will be displayed on a large, viewer-friendly screen.

Who should attend?

- Managers
- Supervisors
- Team Leaders
- Sales Professionals
- Small-Business Owners
- Secretaries
- Administrative Assistants
- **Anyone who's responsible for organizing, analyzing, and interpreting data — swiftly, easily, and accurately!**

9 Reasons Not to Miss This Seminar!

1. Dramatically improve workplace productivity with a wealth of Access tools, tips, and insider secrets the pros use.
2. Make data immediately available and easily understandable to coworkers, customers, vendors, and anyone else who needs it.
3. Customize views and formats to show precisely the information you need.
4. Create professional reports of exceptional quality — complete with graphics, color, and special effects.
5. Discover how seamless integration between your data sources and interactive Web pages can make it easier than ever to utilize Web data through your Access database.
6. Explore the awesome customizing capabilities of Access: menus, views, formats, toolbars, dialog boxes, and more.
7. Design complex macros that automate even the most complicated database management tasks.
8. Master advanced query techniques to make entering, retrieving, and manipulating data a breeze.
9. Learn how to keep your database secure and protected at all times.

The Essentials of Microsoft Access

Course Content

Information management and its role in business

- What a database is — and what it isn't
- The many roles databases can play in helping you manage and improve your business
- “Flat file” vs. “relational databases” — how they differ and when to use one or the other

The planning stage of a data management system

- How to decide which data you need to manage
- Why it's critical to determine what information you want your database to provide — *before* you create it
- How to be sure the complexity of your database doesn't exceed the skill level of those who will be using it
- Tips for eliminating redundancy and optimizing your database

Step by step, how to create an Access database

- The all-important distinctions between tables, queries, forms, and reports
- How to leverage the power of Wizards and other Access features to automate the creation of your databases
- How to modify Wizard-created databases, tables, forms, and reports

What you should know about Access tables

- 3 different ways to create tables — how to determine which is best in each situation
- Database fields explained — how to choose the right ones
- How to avoid the common pitfalls in defining fields
- A look at importing data from other databases
- What a “primary key” is — and how to pick the right one
- What to do when your database gets unwieldy — how to add, remove, and modify fields in existing tables
- Why relationships between tables are vital to a dynamic database

The user-friendly database

- How to generate automatic Access forms that will make data entry and retrieval easy for anyone
- Insider tips on modifying and customizing forms
- “Validation rules” that prevent data entry errors from wreaking havoc on your business

How to find and manipulate data to your advantage

- Shortcuts for more effective searches
- Find, Filter, and Sort — their differences and when to use each
- How to link tables so that finding and manipulating data is easier
- The correct way to apply memo and keyword fields

Data retrieval with filters, sorts, and queries

- Simple, effective steps to creating the perfect query
- Query Wizards and other automatic features
- Datasheets explained — what they are and how to use them
- How comparison operators can help you track down hard-to-find data
- When to use multiple-condition queries, and how to create them

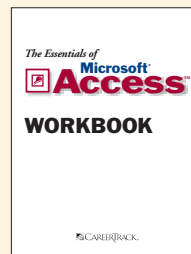
Reports for summarizing and analyzing data

- How to format reports for optimum clarity and user-friendliness
- Advanced analysis tools to consider in your data management system

The course book makes sure everything you learn goes with you.

Your tuition includes a tremendously useful summary of the key points you will learn throughout the day.

It simplifies note taking ... makes following along easy ... and will serve as a good “memory jogger” if you need one later on.



Get the Results You're Looking For!

Bring our powerful, high-impact training programs to your organization and show your employees that you're serious about their professional growth and achieving critical organizational goals and objectives.

Choose From Over 150 Courses!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting, and intriguing!

Tailor the Training to Meet Your Specific Needs!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues, and scheduling concerns.

Maximize Your Training Budget!

On-Site Training allows you to train work groups, teams, and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge, and confidence they need to meet tough workplace challenges head-on, realize their full potential, and perform at their peak.

For a free consultation, visit us online at www.careertrack.com or call us at 1-800-944-8503 today!

Affordable Tuition and Group Discount

Attend both *The Essentials of Microsoft Access* and *Advanced Queries, Forms, Reports, and Macros* (2 days).

Attend *The Essentials of Microsoft Access* (1 day).

Attend *Advanced Queries, Forms, Reports, and Macros* (1 day).

Hurry, our seats fill *fast*. Guarantee your enrollment and pay your enrollment fee today! A confirmation will be e-mailed, faxed, or mailed to you once your registration is completed. **Payment is due before the program.**

Express Seminar Enrollment! Please be sure to provide us with your e-mail address or fax number and check the Express Seminar Enrollment box on the registration form. You will receive your e-mailed or faxed confirmation within 48 hours of our receiving your e-mailed, faxed, or mailed registration form.

Program Schedule

Check-in: 8:30 a.m. – 9:00 a.m.
Program: 9:00 a.m. – 4:00 p.m.

Cancellations and Substitutions

You may cancel your registration up to 10 business days before the program and we will refund your tuition less a nominal cancellation fee. If you need to cancel less than 10 business days prior to the program, you may 1) send a substitute from your organization or 2) transfer your registration fee to another program of your choice that is scheduled within 12 months of your original event. Please note that if you don't cancel and don't attend, you are still responsible for payment. Substitutions may be made at any time.

Please Note

- We will e-mail, fax, or mail your confirmation to you once your registration is completed.
- You will be notified by e-mail, fax, and/or mail if any changes are made to your scheduled program (i.e., date, venue, city, or cancellation).
- Walk-in registrations will be accepted as space allows.
- Please, no audio or video recording. See your program leader for audio and video program availability.
- Lunch and parking expenses are not included.
- If using a purchase order, please attach it to a completed registration form and mail to us right away.
- You will receive an attractive take-home Certificate of Attendance at the end of the program — great for framing or including in your personnel file.
- Payment is due before the program.

Tax-Exempt Organizations

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate to us for payment processing. *Thank you.*

Tax Deduction

If the purpose of attending a CareerTrack program is to help you maintain or improve skills relating to employment or business, expenses relating to the program may be tax-deductible according to I.R.C. Reg. 1.162-5. Please consult your tax adviser.

Continuing Education Credit

Fred Pryor Seminars (and CareerTrack) offers Continuing Education Credits that are based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines, and approval is at the discretion of your licensing board. Questions and concerns should be directed to your professional licensing board or agency.

Let's Avoid Duplicate Mailings

If you receive duplicates of the same brochure with different VIP numbers, please send the labels to us at P.O. Box 413884, Kansas City, MO 64141-3884. Please indicate which label is correct, and we'll change our records for the very next update. You may receive some duplicates for a while. Thanks!

Stay for Day 2!

Advanced Queries, Forms, Reports, and Macros

Just one day of high-impact training takes you well beyond *The Essentials of Microsoft Access* and into the advanced capabilities of this essential business tool!

Microsoft Access is your key to exceptional business performance and productivity ...

Transform complicated data into sound business solutions with this powerful database software.

Microsoft Access provides a wealth of powerful tools to help you build, organize, and share databases so that you and your team can work smarter, faster, and more accurately. Whether you're working with sales information, customer records, employee stats, contact management information, product inventory, direct mail results, or other valuable data, Access helps organize it so that it's easily accessible and readily understandable. Access gives you the capability to quickly analyze details, uncover critical relationships, and share the information throughout your organization via customized forms and reports.

Are you already using Access successfully ... but wish you could take your skills further?

We've created this course for people like you who have already mastered the basics of Access. If you feel comfortable building a simple database ... using Wizards, filters, sorts, and queries ... or formatting forms, reports, and tables, then *Advanced Queries, Forms, Reports, and Macros* is a program you won't want to miss!

This program introduces you to some of the more advanced features of this incredible software ... and it follows the easy-to-understand format and user-friendly teaching style that make our *Essentials* program so effective. You'll discover how to integrate data from various sources, share information over intranets and the Internet, and build the customized relational database solutions that reflect the needs of your business. *Advanced Queries, Forms, Reports, and Macros* will help you take your database design and management skills to the next level as you delve even deeper into the inner workings of this powerful business tool.

Enroll Today!



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1 **YES!** Please register me for the *Access* program(s) indicated in Section 5.

Attend both and SAVE! Attend *The Essentials of Microsoft Access* (1 day).
Attend *Advanced Queries, Forms, Reports, and Macros* (1 day).
Attend both days.

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

ID#
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VIP _____

3 **ORGANIZATION INFORMATION**

Organization: _____
Address: _____
City: _____ St: _____ ZIP: _____
Tele: _____ Fax: _____
Approving Mgr's Name: Mr. Ms. _____
Job Title: _____ Business Home
E-mail Address: _____ Business Home

4 **EXPRESS SEMINAR ENROLLMENT**

Please e-mail or fax my confirmation to me within 48 hours.
My e-mail address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ E-mail Address _____ Business Home

The Essentials of Microsoft Access _____ *Advanced Queries, Forms, Reports, and Macros* _____
Event # _____ Event # _____

#2 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ E-mail Address _____ Business Home

The Essentials of Microsoft Access _____ *Advanced Queries, Forms, Reports, and Macros* _____
Event # _____ Event # _____

#3 Attendee's Name
Mr. _____
Ms. _____
Job Title _____ E-mail Address _____ Business Home

The Essentials of Microsoft Access _____ *Advanced Queries, Forms, Reports, and Macros* _____
Event # _____ Event # _____

6 **METHOD OF PAYMENT** (Payment is due before the program.)
Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (5.92%), and West Virginia (6%).

Total amount due: \$ _____
 Check # _____ (payable to **CareerTrack**) is enclosed.
 Bill my organization. Attn: _____ is enclosed.
 Purchase order # _____ is enclosed.
(Attach purchase order to completed registration form.)

Charge to: AMEX DISCOVER MC VISA

MO. _____ YR. _____
EXPIRATION DATE

CARD NUMBER

Card Holder's Name: _____
Tax-Exempt #: _____
Please attach a copy of your Tax-Exempt Certificate for payment processing.

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Note: If you've already registered by phone, fax, or online, please do not return this form.

Plain-English training in how to use Access and its incredibly versatile data management capabilities as a business tool.

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A one-day seminar

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