

Smart data-management tools for every Access user

Covers 2003 and
Previous Versions!

Microsoft® Access®

A 2-Day, Hands-On Workshop

- Learn how to design and plan an Access database that makes your data simple to collect, input, view, and retrieve
- Make the most of Access tables, queries, and forms for quick and easy answers to all of your data questions
- Put power behind your customer records, mailing lists, inventory records, sales or product data ... virtually any record or list you maintain
- Learn by *doing* with hands-on lab training that reinforces key concepts and techniques
- Create customized reports in a snap that will help you make better decisions and improve results
- Discover ways to maximize the power and flexibility of your database by linking, sharing, importing, and exporting your data
- Go from Access basics to advanced tips and tricks ... in just 2 high-impact days!



PHONE

1-800-556-3009



FAX

913-967-8847



ONLINE

www.careertrack.com



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Microsoft® Access®

A 2-Day, Hands-On Workshop

Your Smartest Training Choice

Solution-Driven Access Training

Anyone can rattle off features and tell you which buttons to click. We go way beyond that — explaining when and why to use features, how to solve problems, and how to customize Access for the way you work. We explain how AND why to use dozens of Access tools — to expand value, save time, simplify tasks, and produce more valuable information.

Time-Sensitive Access Training

In 2 short days, you'll master Access techniques that might otherwise have taken you years to explore and use properly. Forget the hit-or-miss, trial-and-error approach. You'll get right to the tools that make data management fly — the way this powerful software was designed to work. Get rid of those thick, confusing manuals and pull up a chair ... in just 2 focused days, you'll unleash incredible tools you didn't even know existed!

Cost-Effective Access Training

You already know you can get Access training at any price, from ridiculously low to insultingly high. We guarantee that you won't find better, more valuable training than this feature-packed, hands-on CareerTrack workshop. Compare our course content, instruction, and reputation — you'd be hard-pressed, dollar for dollar, to find more for your money.

Expertly Designed Access Training

We know software. We've successfully trained thousands of professionals in dozens of software and computer courses. Our course designers and workshop leaders bring unparalleled experience, knowledge, and enthusiasm to the subject — and they'll have you employing Access like a power user your very next day on the job!

Hands-On Access Training

You'll do it yourself and see the results — making it even easier to apply the techniques when you're back at your own desk. What's more, we've designed this workshop so that no matter what your pace is, everyone can work in tandem!

Bring Home the Ideal Access Reference

Your enrollment fee includes a practical, comprehensive workbook that summarizes all of the key points covered. And because there's plenty of room for note taking, you can create your own personalized manual by recording details and information you find the most helpful, in a way that makes the most sense to you.

This incredibly useful "flash manual" is designed to help you on a daily basis ... to easily recall every key point, keep track of your own ideas, and make it all work when you're back at your own desk!

Who should attend?

This is ideal training for ...

Access Beginners

Hit the ground running! Even if you've just started with Access, this workshop will bring you up to speed faster than you ever thought possible ... without the frustration and mistakes!

Not-so-experienced users

You've been using Access, but you know you've only scratched the surface of its powerful possibilities. In just 2 intense days, you'll grasp the advanced Access tools that are just waiting to be used. You'll get beyond the basics and learn how to accomplish countless functions faster and easier ... with greater clarity and understanding!

"Stuck-in-a-rut" users

You're working harder instead of smarter. You know there are easier and better ways to use Access ... but you don't have the time or knowledge to sift through and find the tricks and shortcuts yourself. This seminar is for you! You'll discover the real magic of Access — innovative features you thought only the experts used!

Use Access out of the package with custom-programmed results

- Explained — every bar, button, key, icon, and switch on your Access desktop. Stop wondering, "What's that for?"
- Step by step, how to alter "canned" reports to look like custom-programmed output.
- Spreadsheet or database? A clever technique to do both at the same time!
- Data entry mistakes ... how to prevent them — no matter how many people are involved.
- How to filter out all of the information you don't need ... and highlight the data you want to see.
- A welcome break from the keyboard! Little-known tips that cut keyboarding time in half.
- How to share data with others ... without ever risking the safety of your original data.
- Ways to add sparkle to Access reports ... graphic elements for stunning reports.
- No mystery Queries! Simple "checkpoints" that make it easy to produce even complex Queries.
- How to protect your data at every turn ... and even recover accidentally deleted data!
- 2 great tricks to get Access to literally do your job for you!
- How to put your data on the Web ... instantly, with virtually NO knowledge of Web pages!
- A simple method to cut even giant databases down to size ... and make them easier and faster to work with.
- Never rekey again! How to "fix" poorly designed databases, edit and change tables, or customize existing work ... without losing the original data.
- Yes, you can write macros ... and create even complex, multifunction ones!

On-Site Training Solutions



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!

COURSE OVERVIEW

2 Days, 9 Focused Sessions

Day 1, Session 1: *Understanding the “Big Picture”: Designing the Database*

Have you ever been frustrated by a database that’s poorly organized ... or realized, too late, that key information was omitted ... or had to dig through mountains of irrelevant information to get to what you needed? Knowing how to plan and organize a complete database structure from its inception is the key to avoiding these common problems. In this session, you’ll learn how to design and plan an Access database that makes your data simple to collect, input, view, and retrieve.

- A careful look at database structure — before you make the first keystroke.
- How to “fix” an existing database that’s poorly designed ... without losing your original data.
- An Access “map”! Learn exactly what’s behind every icon, bar, button, and switch on the Access desktop.
- Instant database! Use the Wizards to create and modify a database ... in minutes.
- Time-saver! The little-used Access feature that gives your database professional-level formatting ... automatically.

AT A GLANCE ... THIS SESSION COVERS

- Database Design
- The Access Environment: Screens, Toolbars, and Windows
- Database Elements
- Using the Database Wizard
- Opening, Using, and Modifying the Switchboard

Day 1, Session 2: *Laying the Foundation: Creating Tables*

They’re the building blocks of your Access database ... multiple tables are the unseen structural blocks that build impressive databases. Learn how to design and create tables that are easy to use and understand, and discover tips, tricks, and terminology that take the mystery out of creating and using tables.

- Facts on fields: guidelines on field types, and how to choose the right one.
- How to “build in” table features that will save you hours of input time later.
- A “hands-on” experiment with 5 key field properties ... you’ll instantly see how they work!

- Table time-savers: Create ready-to-use tables with the Wizard.
- A “checkpoint” you can set in the field level that minimizes input mistakes.

AT A GLANCE ... THIS SESSION COVERS

- Creating Tables from Scratch
- Setting Field Properties
- Decimal Place, Default Value, Required Entry, and Data Validation
- The Input Mask
- Default Values
- Creating a Primary Key
- Defining Table Properties
- Creating Tables with the Wizard

Day 1, Session 3: *Getting the Data Back Out: Filtering Features*

The real power of your database is not its ability to organize information ... it’s the power you have to selectively retrieve it! Learn the basics (and the slick tricks) of how to filter and sort your data, and uncover the answers you’re looking for — faster than you ever thought possible.

- When you need simple answers quickly: how to perform a fast temporary filter.
- A clever way to “save” frequently used filters.
- More complex filters: Use “AND” and “OR” conditions, without the confusion!
- How to refine and sort the results ... at the same time you perform the initial filter.
- Filter versus Query: how they’re different, and when to use each.

AT A GLANCE ... THIS SESSION COVERS

- Filter by Selection
- Filter by Form
- Creating an “AND” and “OR” Condition
- Using Advance Filter/Sort
- Sorting Data in Datasheet View

Day 1, Session 4: *Retrieving Data, Your Way: Conquering Queries*

Learn how Queries enable you to harness the power of your database on a daily basis and make it work like magic! You’ll learn how to write and save Queries that put critical information in your hands ... quickly, easily, and effortlessly.

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- Exactly what Queries are ... and how they can save you hours of “busywork.”
- How to design a Query once ... and recall it again and again, whenever you need it.
- When you’re writing more complex Queries: 2 time-saving tools that will have you off and running!
- Syntax secrets! Learn how to easily read Query syntax!
- Expert Query tricks! How to recover accidentally deleted data, consolidate dozens of Queries into one, move data from one table to another, and more!

AT A GLANCE ... THIS SESSION COVERS

- Creating a Select Query in Design View
- Specifying Query Criteria
- Creating “AND” and “OR” Conditions
- Creating a Parameter Query
- Creating a Make Table Query
- Creating a Delete Query
- Creating an Append Query
- Using the Top 10 Feature

Day 2, Session 5: Producing Functional Forms

Just think of the massive amount of time it takes to collect and input data ... and you begin to realize how well-designed forms can save you precious hours and prevent needless hassle. You’ll learn the secrets to creating and using the powerful Access forms tools that make adding to your database simple and headache-free!

- Looks good! How to format a form for maximum ease of use and readability.
- Don’t avoid subforms! Why they’re powerful, and how you can take advantage of them.
- The fastest ways to create and customize forms ... usable almost instantly!
- Autoform and Wizards: Let them take the labor out of forms creation.
- How to modify any existing form to suit your exact needs.

AT A GLANCE ... THIS SESSION COVERS

- Creating Forms from Scratch
- Adding and Resizing Controls
- Creating Forms with Subforms
- Creating Forms with AutoForm
- Formatting Forms
- Creating Forms with the Wizard

Day 2, Session 6: Achieving Superior Output from Access: Creating Reports

Great reports are your chance to really shine! Learn how to get the data in the format you need — on paper — where you can use it to make better decisions, strategize, improve service ... you name it! You’ll learn, step by step, how to output information from your database in reports that are easy to generate, read, and use.

- 3 methods for generating reports ... and how to choose the right one.
- How to make a report from scratch — totally customized!
- Tips for “touching up” automatically generated reports for speedy “semi-customized” output.
- How to transfer and use your reports in other applications, such as Microsoft Word.
- Ways to look great! Use design tools to create attractive, professional reports!

AT A GLANCE ... THIS SESSION COVERS

- Creating Reports from Scratch
- The Report Design Window
- Adding Controls
- Creating Reports with AutoReport
- Formatting Reports
- Creating Reports with the Wizard

Day 2, Session 7: Mastering Access Macros

Macros are incredible tools to get Access to do your work for you ... with just a single click, or even automatically! You’ll learn how to write macros to perform the repetitive, tedious tasks that eat up your time and energy.

- What macros are ... and where you can use them to “automate” repetitive tasks.
- Critical decisions you must make before attempting to design any macro.
- An easy tool that makes macros even more powerful ... and is unknown to most Access users!
- How to create and run macros: You have many more choices than you may think!

AT A GLANCE ... THIS SESSION COVERS

- The Macro Design Environment
- Entering Actions in a Macro
- Adding Actions and Setting Conditions
- Creating a Macro Group
- Methods for Running Macros

Day 2, Session 8: Using Data Access Pages: Making the Net Connection

As the world goes online, there's a good chance your data will need to as well. You'll learn how Data Access Pages enable you to publish information from your database on internal networks or even the Internet — and you don't have to be a "Web guru" to do it!

- Data Access Pages defined ... in plain English!
- The 3 main types of Data Access Pages: Which fits your needs?
- Security strategies: How to protect data that's published and accessible.
- How to use AutoPage and Wizards to easily create Data Access Pages — even if you have NO experience creating Web pages.
- Success tips: how experts and "power users" make the Access-Browser connection work flawlessly.

AT A GLANCE ... THIS SESSION COVERS

- Defining Data Access Pages
- Creating Pages with AutoPage
- Creating Pages with the Wizard

Day 2, Session 9: Creating the Dynamic Database

The ability to link, share, import, and export data gives you the ultimate in flexibility, ease of use, and sheer power! You'll learn how to use your database in a more fluid way, without the traps and mistakes that frustrate many users.

- How to avoid the bottleneck that forces you — or others — to "re-create" the same data.
- The "tie" to other applications: exactly where you can import/export data.
- How to ensure your data stays safe through countless import/export transitions.
- When it's better to avoid import/export and simply "link" data.
- Spreadsheet or database? You can do both simultaneously — learn how, step by step.
- "Splitting" a database: how it can cure problems caused by multiple users or extra-large databases.

AT A GLANCE ... THIS SESSION COVERS

- Linking Data
- Importing Data
- Exporting Data
- Splitting the Database

Registration Information

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your e-mail address and/or fax number.

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. Substitutions and transfers may be made at any time. Please note that if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- 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.
- Lunch and parking expenses are not included.
- Dressing in layers is recommended due to room temperature variations.
- You will receive a Certificate of Attendance at the end of 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 with your registration for payment processing.

Tax Deduction

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

Continuing Education Credit

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.**

Update Your Contact Information!

Simply make corrections to the mailing label on the back page of this brochure. **Mail** corrections to P.O. Box 413884, Kansas City, MO 64141-3884, or **fax** to 913-967-8847. We'll change our records for the very next update. Thanks!

Guaranteed Results!

All of our seminars are 100% SATISFACTION GUARANTEED! We're confident that this workshop will provide you with comprehensive coverage of Microsoft Access ... from the basics to advanced tips. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your workshop attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a full refund — *hassle-free*.

Register Today!

1 **YES!** Please register me for the 2-day **Microsoft Access** workshop indicated in Section 5. Group Discounts available; see page 6 for details.

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

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Tele: _____ Fax: _____

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 Ms. _____

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Ms. _____

Job Title _____ Event # _____

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Ms. _____

Job Title _____ Event # _____

E-mail Address _____ Business
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6 METHOD OF PAYMENT (Payment is due before the program.)
Please make checks payable to CareerTrack and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. 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%).
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"Learning" Users

Users Hungry for
More Power

Users Who Want
Faster, Easier
Solutions

**Covers 2003 and
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Stop the information overload! Learn how to design, build, manipulate, and maintain an efficient database. Plus, discover new and advanced Access features that can help you take control of your data ... once and for all!

- Hands-on labs that let you learn by doing.
- Techniques that end repetitive tasks and time-consuming drudgery.
- How to enter and extract data with ease — tips for simplifying any Access task!
- Reports that uncover vital information and look great, too!
- Ways to multiply your data power — link, share, import, and export.

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