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MICROSOFT® **ACCESS**®

Database Design, Queries and Reports

Microsoft Access is the tool you need for smart data management. Learn how to organize the overwhelming amount of information you have both efficiently and effectively.

Track, report, store, analyze and organize data in a way that is easily shared and always at your fingertips.

- ▶ Design a database that fits your data and project needs
- ▶ Pick the right program – explore the different capabilities of Microsoft Excel® and Access®
- ▶ Avoid common mistakes when building databases
- ▶ Plan before you enter a single number to save valuable time
- ▶ Reduce redundancy and user-error with tips and best practices
- ▶ Discover awesome Access shortcuts to make you more efficient
- ▶ Work with external data – learn to import and export like the pros
- ▶ And so much more!

You don't have to be a database expert to take advantage of the impressive functionality of Access. After one important day, you will be ready to take charge of your data.



EXPRESS CODE
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This course qualifies for
continuing education credits
See details on page 7.

FRED PRYOR SEMINARS

MICROSOFT®

ACCESS®

Database Design, Queries and Reports

Get the Most Value with Smart Training

Solution-Driven Access Training

This seminar talks to you as a business professional trying to improve your business management efforts. We will explain, in plain terms, when and why to use features, how to solve problems and help you customize Access for the way you work. Sometimes it's not enough to be told how to do things a certain way. This seminar will give you the how and why Access works the way it does, and the ability save time, simplify tasks and be more effective and efficient with your information.

Time-Sensitive Access Training

We know you are busy. That is why this session is packed with information, making each minute count. Give us one day, and you will discover Access techniques that could take years to learn from trial and error on your own. This Access training will get you right to the tools that make data management work for you, just as this software was designed to work. In one day, you'll discover incredible tools, tips and shortcuts you didn't even know existed.

Cost-Effective Access Training

We guarantee that you won't find better, more valuable training than this feature-packed workshop. Compare our course content, instruction and reputation with any out there. You would be hard-pressed, dollar for dollar, to find a more valuable training for your money. Attend this seminar, and find out all you need to know at a reasonable price.

Expertly Designed Access Training

There is no question about it: we know software. Today's successful professionals need to know software, just as much as dealing with people and communications skills. 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.

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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.

MICROSOFT®

ACCESS®

Database Design, Queries and Reports

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 what 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

- ◆ Three 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

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Course Content Continued

Explore the Big Picture:

- ▶ Start with the basics: Understanding the nature of a database
- ▶ Access vs. Excel: Pick the right program for your project
- ▶ Speak Access — A guide to database terminology
- ▶ Decipher data elements ranging from tables, queries, forms and reports
- ▶ Navigate through the Access workspace and environment

Plan Your Database:

- ▶ Design a database that fits your data and projects needs
- ▶ Plan, plan, plan — What to consider before you build
- ▶ Find and use the data you want quickly and easily
- ▶ Determine data objects ahead of time to avoid costly reworks later
- ▶ Learn tips, tools and tricks for reducing redundancy and save time
- ▶ Use proven strategies that help optimize and improve your database structure

Create Database Structure

- ▶ Enter, add, delete and change the data in your tables with ease
- ▶ Create tables and fields that work for you
- ▶ Learn the different views and how to create a table in each of them
- ▶ Choose the right fields and create the right tables the first time
- ▶ Discover what a Primary Key is and how to choose which one to use
- ▶ Understand relationships — make your tables talk
- ▶ Generate automatic Access forms and simplify for easy data entry and retrieval for any user

Populate Your Database

- ▶ Keep your database running smoothly, even with high volumes of data
- ▶ Working with external data — import and export like the pros
- ▶ Back up your data to avoid costly mistakes
- ▶ Get the best of both worlds — Excel's ease of use with the power of Access
- ▶ Don't reinvent the wheel — modify and customize existing forms
- ▶ Cut down on data entry errors with validation rules to save time and energy
- ▶ To link or not to link — determine the best way pull external info into your database

Find and Retrieve Data

- ▶ Fine-tune data display using Find, Filter and Sort
- ▶ Sort and search more quickly and effectively than ever before
- ▶ Learn what a query is — a powerful, often underutilized feature
- ▶ Revolutionize your decisions by creating queries that extract and analyze your data
- ▶ Use different types of criteria to get the results you need
- ▶ To wizard or not to wizard — when to use automated walkthroughs and when you're better off going it alone

Collaborate and Share

- ▶ Use the Reports Wizard to share an informative story about your data
- ▶ Customize Reports in the Design view
- ▶ Print your reports successfully the first time
- ▶ Customize Access for different users
- ▶ Make your database friendly for all users with Forms

No more false starts.

No more time wasted searching through documentation or manuals.

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.



Free Digital Resources for Every Participant

Your registration includes a variety of seminar resources that highlight pertinent information. These materials are offered digitally—making learning interactive and easily accessible. Reference these materials time and time again to recall key points and problem solve.

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.

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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 email address and/or fax number.

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. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

Please Note

- You will be notified by email, 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, though equipment cannot be guaranteed.
- For seminar age requirements, please visit <http://www.pryor.com/faq.asp#agerequirements>.
- Please, no audio or video recording.
- 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 4 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 Fred Pryor 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 Units (CEUs)

Fred Pryor Seminars offers CEU credits 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 or concerns should be directed to your professional licensing board or agency.**

Continuing Professional Education (CPE)

Fred Pryor Seminars and CareerTrack, divisions of Pryor Learning are registered with the National Association of State



Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State Boards of Accountancy have the final authority on the acceptance of individual course for CPE credit.

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To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.pryor.com/certificate. Certificates will be available 10 days after your event has ended.

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YES!

Please register me for the *Microsoft Access Database Design, Queries and Reports* seminar. Group discounts available.

SEMINAR

1

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Email Address: _____ Business Home
 Quick Confirmation Please email or fax my confirmation to me within 48 hours.

WHO WILL BE ATTENDING

3

Mr. Ms. _____
Job Title: _____
Email (required): _____ Business Home
 Mr. Ms. _____
Job Title: _____
Email (required): _____ Business Home
Please list additional names on a separate sheet.

METHOD OF PAYMENT

4

Important: Send your payment now. Tuition is due before the workshop. Please make checks payable to Fred Pryor Seminars and return form to: P.O. Box 738002, Dallas, TX 75373-8002. Our federal ID# is 92-2053228 (FEIN).
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