

Learn the Basics of Microsoft Access

Topics: Creating and Working with Tables and Queries

2-Day Workshop

Evaluators can use Access to manage data—from data entry to creating reports. This two-day workshop will cover the basics of Access database tables and queries. We will guide you through the process by providing hands-on exercises that will give you the knowledge of creating tables and working with sample data to create common types of queries.

WORKSHOP OUTCOMES: You'll be able to:

- Familiarize with the Access interface
- Create and identify parts of a table
- Define data types & field properties
- Create validation rules in tables
- Create "combo-boxes" and "input masks"
- Create various criteria in queries

FORMAT: We will alternate between PowerPoint presentation and exercises.

LEVEL: Beginner or some familiarity with Access.

BYOL: Bring your own laptop with Access version 2010 or 2007 (Access interface may be slightly different but concepts the same in both versions). Note: Although some skills may be transferable to other database programs, there is no Mac version of MS Access.

FILES: Access files that will be used for the exercises will be emailed to attendees prior to the workshop.

COST: No cost to members of the Hawai'i- Pacific Evaluation Association (H-PEA). Members may bring one guest at no charge.

Non-members can join H-PEA on site: \$30 membership fee (\$15 full-time student).

DATES & TIMES:

Thursday, April 18, 2013
1:30 p.m. to 4:30 p.m.
(Access overview & tables)

Friday, April 19, 2013
1:30 p.m. to 4:30 p.m.
(Working with queries)

LOCATION:

Kaiona Conference Room,
Kamehameha Schools Building,
567 S. King St.

RESERVATIONS REQUIRED (seats limited)
RSVP to info@h-pea.org

FACILITATOR:

Jason Badua currently works at Hui Ho'omalua, a program of Partners in Development Foundation, as a Quality Assurance & Improvement Specialist. He graduated from Hawai'i Pacific University with a Bachelor's in Business Administration. Jason uses Access to manage and analyze various forms of data in his line of work.

For more information
about H-PEA,
visit our website at:
<http://h-pea.org/>

