Learn the Basics of Microsoft Access

Topics: Creating and Working with Tables and Queries

2-Day Workshop

**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:**

Kiona 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’omalu, 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.

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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 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).

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