

*The Northern New
York Library Network
presents:*

***Microsoft Access,
Level 2:
Office 2007***



Tuesday, May 19, 2009

*Northern New York Library
Network, Potsdam*

Directions:

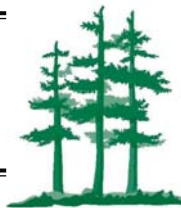
The Northern New York Library Network office building is located at 6721 U. S. Highway 11, Potsdam, NY 13676.

Coming from Canton: the left-hand turn into the driveway is 5 miles from the theater on Main Street in the Village of Canton.

Coming from Potsdam: the right-hand turn into the driveway is 5.5 miles from Clarkson University, also on Route 11 in Potsdam.

The driveway is directly across from the Ames Road and Sovie's Honda dealership sign.

Northern New York Library Network Presents: *Microsoft Access, Level 2: Office 2007*



Students who have used this very popular database program in a limited way, or students who participated in the Beginner's Level class previously offered by the NNYLN will find this Level 2 class helpful in learning to fully utilize the powerful features of Microsoft Access. It can be much more than the basic database program that it is perceived to be, and this class can help students realize that potential.

For those using a previous version of Access, the class can still be useful. The concepts remain the same, but users of previous versions should realize that the screens will look different.

The class will cover:

Microsoft Access Level 2

* a. Database basics review

* b. Fields

- i. Advanced options: formats, input masks, defaults, validation
- ii. Lookup Wizard: basic and linking tables

* c. Linking tables

- i. Simple connections
- ii. Via simple and complex queries
- iii. Queries
 1. Creating fields with formulas
 2. Importance of primary keys

* d. Normalization for accuracy and simplification

* e. Forms

- i. Modifying
- ii. Using calculated fields
- iii. Subforms use and creation

* f. Reports

- i. Labels and custom report sizes
- ii. Modifying
- iii. Using calculated fields

* g. Useful tools: compact, replication and splitting

Agenda

9:00 - 9:30 a.m.

Sign-in & refreshments

9:30 a.m. - 3:30 p.m.

Scheduled class time (includes breaks and lunch on-site.)

About the Instructor...

James Crowley is the owner of C3 (Crowley Computers) in Ogdensburg. He is a popular instructor for the Northern New York Library Network. C3 provides personalized service, training, & consulting services needed in the local area by computer consumers. C3 was formed in 1994, making it one of the oldest computer firms in the area.

Jim Crowley's computer experience dates back to his first Apple in 1980. Since programming dBase II on an early IBM PC, Jim has experienced just about anything one can imagine in the ever-evolving world of Windows, Intel, & IBM compatible computers.

Please pre-register to:

Northern New York Library Network
6721 US HWY 11, Potsdam, NY 13676

Phone: 315-265-1119

1-877-833-1674

Registration

Microsoft Access, Level 2: Office 2007 will be held May 19, 2009 at the Northern New York Library Network in Potsdam. Class size is limited, please register early.

Name: _____

Institution: _____

Address: _____

City/Zip: _____

Telephone: _____

E-mail: _____

Vegetarian: Yes No

Cost: (includes lunch)

Library Staff: \$15.00, All others \$59.95

"Blue Line" Library Staff: No charge

Check here if you are on staff at a library located within the Adirondack Park "Blue Line"

Credit Card #: _____

Expiration Date: _____

Name As Appears On Card: _____

3 or 4 Digit Verification Code on card: _____

Visa/MC AmEx Discover

Cancellations:

Registrations may be cancelled at any time, but refunds will be made only if the cancellation is received 24 hours before the event.

Paying at the door: If paying at the door, it would be best to use a personal check, credit card, or have the exact amount.

Fax: 315-265-1881

Email: cont-ed@nnyln.org

Register on-line at:

www.nnyln.org, and click on
"Classes & Facilities"