Computer Applications Workshops

Instructors: Linda Tarrant and Huntley Tarrant

NEW! Computer Applications Workshops are now available in 2 study levels!

Fee: $2800-$3500 per workshop includes travel expenses (fee depends on travel distance)

Session Time: 9am – 4pm

Overview: Learn Access® database and integration with Excel® and Word® in your own computer lab. This engaging, professional workshop delivers highly concentrated information with one instructor teaching and the other walking around the room to help keep each participant up to speed. Well-received by teacher audiences who have compared this workshop to an entire "course," feedback continues to be overwhelmingly positive and word of mouth is still our primary form of advertising.

Background: UIL State Computer Applications Director Linda Tarrant has been conducting Computer Applications workshops in Educational Service Centers in Texas since 2005. Linda and daughter Huntley Tarrant, VP of Mindbites (Austin, TX) and Harvard Business School graduate, have conducted classes in San Angelo, Abilene, Midland, and Plano, Texas. Linda Tarrant is also the president and founder of Hexco Academic publishing company.

Set-up/Requirements: Room with computers, a projector and screen with Office 2007 or 2010 available or laptop connection, and optional network access for file retrieval by students.

Available workshops: Two 1-day workshops are available. These can be taught singly or on two consecutive days. There is little overlap, but some of the same topics will be covered or reviewed in the Intermediate/Advanced course, which is at a slightly higher level. Workshop syllabi are shown below.

Beginning/Intermediate

1. Access® Overview
    *   General description of Access® and usage
    *   Comparison of Access® and Excel® in use

2. Access® Tables
    *   Create a basic table
    *   Import a worksheet from Excel® into a table
    *   Import files from existing Access® database
    *   Export a table to Excel®

3. Access® Queries (working from basic to complex features)
   - Select and Update
   - Copy a table compared to using Make Table query
   - Append and Delete
   - Basic Crosstab (and Excel® pivot tables)

4. Basic Access® reports
   - Add a label field
   - Add a simple calculated or concatenated field
   - Change concatenation in Group Summary line

5. Merge from Access® or Excel® to Word®
   - Merge fields
   - Merge fields from multiple records in a list format
   - Cover basic format switches for formatting merged fields

6. Form simple relationships between Access® tables
   - Use the Lookup Wizard to relate table
   - Relate tables in a query

7. Use related tables
   - Create query using related tables
   - Create report using related tables

8. Computer Application contest
   - Cover rules
   - Cover test taking strategies

9. Discussion, Q&A (customized to fit your needs)

Intermediate/Advanced

1. Access® Tables
   - Import large files from existing Access® database
   - Export multiple tables to Excel®

2. Access® Queries
   - Use related tables to create Select and Update queries
   - Select and Update with complex criteria or formulas
   - Make Table using complex criteria
   - Append and Delete
   - Complex Crosstab using multiple tables with comparison to use of Excel® pivot tables
   - Add new calculated fields in queries

3. Excel® pivot tables
   - Explore using data from multiple spreadsheets
   - Add fields to pivot tables
   - Add formulas to pivot table

4. Access® reports
   - Create reports from related tables
   - Add a field to a created report
   - Add a complex calculated field
   - Change concatenation formula significantly in Group Summary line
   - Add or change grouping or sorting after creating a report
   - Add or change group headers or footers after creating a report

5. Merge from Access® or Excel® to Word®
   - Merge fields from multiple records in a list format
   - Cover complex format switches for formatting merged fields

6. Form relationships between Access® tables
   - Use the Lookup Wizard to relate table
   - Relate 3 or more tables in a query
   - Delete relationships and rebuild
   - Build relationship of tables using Relationship screen

7. Discussion, Q&A (customized to fit your needs)

Contact Linda Tarrant regarding in-house workshops
for Computer Applications
linda@hexco.com or call **800.391.2891**