



How to Do Everything with Microsoft Office Access 2007

By Virginia Andersen

McGraw-Hill Osborne Media. Paperback. Book Condition: New. Paperback. 1024 pages. Dimensions: 8.9in. x 7.3in. x 1.4in. Maximize the powerful features of the latest release of today's most popular desktop database program. How to Do Everything with Microsoft Office Access 2007 shows you how to create and customize an efficient, multi-user database, retrieve, interpret, and share your data, secure your information, and much more. Designed to help you get things done quickly and easily, this user-friendly guide is your all-access pass to Access 2007. Navigate the new user interface with easeDesign a well-organized database using pre-designed templatesEnter and edit data and ensure data validitySort, filter, and print recordsExtract specific information using queriesMaster form and report design basicsAdd charts and graphs to forms and reports easilyOptimize database performance and speedExchange database objects and text files between Access databases This item ships from multiple locations. Your book may arrive from Roseburg, OR, La Vergne, TN. Paperback.



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