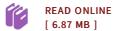# Microsoft Access 2013 Plain & Simple

By Andrew Couch

Microsoft Press,U.S. Paperback. Book Condition: new. BRAND NEW, Microsoft Access 2013 Plain & Simple, Andrew Couch, Learn the simplest ways to get things done with Microsoft Access 2013 Get the full-color, visual guide that makes learning Microsoft Access 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to build a database and sort information. Here's WHAT you'll learn: * Build and manage your own database * Apply professional designs across your databases * Create presentations and publish reports online * Secure your database with passwords and encryption * Exchange data with other databases and documents * Interact with your data easier using macros Here's HOW you'll learn it: * Jump in wherever you need answers * Follow easy STEPS and SCREENSHOTS to see exactly what to do * Get handy TIPS for new techniques and shortcuts * Use TRY THIS! Exercises to apply what you learn right away.

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