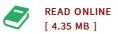# Access 2013 Absolute Beginner's Guide

By Alison Balter

Pearson Education (US). Paperback. Book Condition: new. BRAND NEW, Access 2013 Absolute Beginner's Guide, Alison Balter, Make the most of Access 2013-without becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds-even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple! Who knew how simple Access(R) 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program.simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: * Create tables to efficiently store and navigate your data * Build queries that retrieve exactly the information you want * Design intuitive forms that help your users work more efficiently * Build reports that answer key questions intuitively and visually * Learn easy techniques for designing more reliable databases * Work faster with AutoForms, AutoReports, and other shortcuts * Automate repetitive tasks and build more polished databases with macros * Share Access data with Excel,...

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