



## Microsoft Office Access 2007

By Kenneth Hess

Wiley India Pvt. Ltd., 2007. Paperback. Condition: New. As rigorous and content-filled as any college course or seminar, Access 2007: The L Line offers the content necessary for developing the skill set needed to become a proficient Microsoft Access user. The series uses a subway motif to guide readers from point A to subject mastery. Each title offers a set of online tools including test banks, additional tutorials, and question and answer sessions. The book provides an introduction to the Microsoft Access 2007 database. Focus is on the general concepts, common practices and skill sets used by office professionals. Each chapter focuses on one topic that will be useful to Access users. Chapters are grouped into units, with each unit focusing on a different level of database usage. Contents:- Author?s Acknowledgments Dedication Preface Chapter 1: Designing Databases Chapter 2: Creating and Using Tables - Level I Chapter 3: Creating and Using Tables - Level II Chapter 4: Asking the Database for Data - Level I Chapter 5: Asking the Database for Data - Level II Chapter 6: Using Forms to Enter Data Chapter 7: Presenting Data with Reports Chapter 8: Putting SharePoint Services to Work Chapter 9: Managing Relationships Chapter...



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