



Microsoft Office Access 2007 Forms, Reports, and Queries

By Paul McFedries

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Microsoft Office Access 2007 Forms, Reports, and Queries By Paul McFedries

“Everything you need to master Access 2007 forms, reports, and queries.”
–Charles Carr, Reviews Editor, *ComputerEdge Magazine*

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Let’s face it: Microsoft Access is a large, intimidating program. Most people never progress beyond creating simple tables and using wizards to build basic forms and reports. At the same time, you need information and you know that what you seek is embedded somewhere in your Access database. Without a more sophisticated knowledge of how to extract and present that data, you’re forced to rely on office gurus and overworked IT people to provide canned reports or one-size-fits-all solutions.

This book changes all that by giving you the skills to build efficient front-ends for data (forms), publish the results in an attractive and easy-to-read format (reports), and extract the data you need (queries). This book shuns the big Access picture and instead focuses intently on forms, reports, and queries. This in-depth approach will give you the knowledge and understanding you need to get at the data and prove the old saw that knowledge is power.

- Focuses on the three technologies that you must master to get the most out

of Access: forms, reports, and queries.

- Avoids database theory in favor of practical know-how that you can put to use right away.
- Packed full of real-world examples and techniques to help you learn and understand the importance of each section.
- Covers what's new and changed in Microsoft Access 2007.

Introduction

Part I: Creating Forms

- Chapter 1 Creating and Using a Form
- Chapter 2 Working with Form Controls
- Chapter 3 Designing Forms for Efficient and Accurate Data Entry
- Chapter 4 Designing Forms for Business Use
- Chapter 5 Creating Specialized Forms

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Microsoft Office Access 2007 Forms, Reports, and Queries By Paul McFedries Bibliography

- Sales Rank: #1081532 in Books
- Brand: Brand: Que Publishing
- Published on: 2007-05-11
- Released on: 2007-05-01
- Original language: English
- Number of items: 1
- Dimensions: 9.04" h x .93" w x 7.00" l, 1.47 pounds
- Binding: Paperback
- 408 pages

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