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Scott B. Diamond
with **Brent Spaulding**

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a general nature and for working specifically with Microsoft Office applications Windows SharePoint Services and SQL Server Of course this book wouldn t be complete without discussing security issues and the Developer Extensions

Microsoft Office Access 2007 Forms, Reports, and Queries Paul McFedries,2007-05-01 Everything you need to master Access 2007 forms reports and queries Charles Carr Reviews Editor ComputorEdge Magazine Create Forms for Business Ensure Data Entry Accuracy Build Elegant Form Interfaces Collect Data Via Email Design Effective Business Reports Make an Invoice Report Create Mailing Labels Extract Data Work with Multiple Tables Calculate Discounts Analyze Data Develop your Microsoft Access expertise instantly with proven techniques 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 Part II Designing and Customizing Reports Chapter 6 Creating and Publishing a Report Chapter 7 Designing Effective Business Reports Chapter 8 Designing Advanced Reports Chapter 9 Creating Specialized Reports Part III Creating Powerful Queries Chapter 10 Creating a Basic Query Chapter 11 Building Criteria Expressions Chapter 12 Working with Multiple Table Queries Chapter 13 Creating Advanced Queries Chapter 14 Creating PivotTable Queries Chapter 15 Querying with SQL Statements Index *Microsoft Office Access 2007: The Complete Reference* Virginia Andersen,2007-02-14 The Ultimate Microsoft Office Access 2007 Resource Build a highly responsive a database so you can track report and share information and make more informed decisions This comprehensive resource shows you how to design and develop custom Access 2007 databases even if you have little or no programming experience You ll learn to collect data from a variety of sources share it securely with others and integrate it with other Office applications Filled with detailed easy to follow instructions Microsoft Office Access 2007 The Complete Reference shows you how to take full advantage of all the new features including the new ribbon user interface and navigation pane

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description of the Access environment and teaches you how to create a database and manage its objects create and link tables create forms and reports and manage their controls manage records by using datasheets and forms entering editing sorting and filtering data select and delete records using queries create pivot tables create charts using data or pivot charts and create macros among others

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