

New Perspectives On Microsoft Office Access 2013

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provides coverage of how to get the most out of access from using the quick launch toolbar and office button to building a database from scratch

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a guide to microsoft access provides instructions on such topics as building and using databases analyzing data integrating access with other applications and using queries to extract information

presents the feature method practice approach to computer software applications this work aimed at technology and business students implements a learning model that enhances critical thinking skills and provides students and faculty with application coverage

part of the illustrated series this text offers a visual flexible way to build basic to advanced microsoft access 2003 skills

utilizes numbered steps to explore the updated features of access 2007 while reviewing database fundamentals including how to create databases filter data run queries and generate forms and explaining how to optimize integration with other office applications publish documents to the and work with pivottables

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