

Microsoft Access 2010

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a friendly step by step guide to the microsoft office database application access may be the least understood and most challenging application in the microsoft office suite this guide is designed to help anyone who lacks experience in creating and managing a database learn to use access 2010 quickly and easily in the classic for dummies tradition the book provides an education in access the interface and the architecture of a database it explains the process of building a database linking information sharing data generating reports and much more as the microsoft office database application access may be the least understood and most challenging part of the office suite access 2010 for dummies walks newcomers through building and using their first database covers linking information in a database setting relationships modeling data and building tables explores how to extract data from access and get specific answers create forms and export data in reports a section for more experienced users looks at analyzing errors and creating an interface fully updated for the newest version access 2010 for dummies gets new access users up to speed and helps veterans get the most from the office database application

this book is primarily intended for a training educational environment in a college university or technical school the goal is to start from point zero in access 2010 sql and arrive at the level of a skilled professional to that purpose it contains 306 exercises in 31 chapters which the student can complete during class time it also contains ten questions after each chapter which the instructor can use for in class discussions or test generation there are 320 questions in total in the book finally it contains sixty case studies two at the end of each chapter for additional work as homework or for sharpening the skills learned through each chapter the book is the culmination of pindaro's 12 years of ms access teaching at the university level to freshmen students with all the inherited fun and challenges after hundreds of labs and thousands of questions and comments from the students pindaro wrote this book to assist the students in becoming sql experts so that they can be absolutely successful in the working environment currently no matter the position industry or job function it looks like everyone is asking for sql skills for the instructor pindaro tried to make this book as friendly as possible first he personally tested the book in class to see how the labs work in the real training environment second he has provided a multitude of case studies and questions on real business scenarios so that the students can appreciate the power of sql for work and business third he has prepared a separate booklet of 64 pages that the instructor can receive as a pdf file upon confirmation of instructor status that includes the solutions to the case studies and provides hints for the code proposed the goal is to learn how to use databases for real

business tasks pindaro has worked on hundreds of business databases and operational systems for the last 19 years

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an easy to learn tutorial that covers all the new features of microsoft access 2000 including new internet publishing features the book explores how to create databases and tables customize forms and reports and create relational databases includes exercises and user tips showing innovative ways readers can quickly use access 2000

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