

Microsoft Access 2007 Beginners Guide

Market_Desc: The L Line Reader: The typical L Line reader may not be a technology novice, but a self-motivated individual who prefers a tutorial presentation on a specific topic. The reader is interested in learning new skills, either for professional advancement or personal interest. Primary Market: An individual desiring a professional level of knowledge on Microsoft Access 2007, whether to obtain a job or learn core database skills. Secondary Market: Students eager to add database skills to their repertoire. Schools looking for a way to provide real-world, hands-on experience to aspiring business students. Special Features: · UNIQUE SERIES FEATURES! Chapter objectives, pre-assessment exercises, tutorial coverage, terminology overviews, real-world case studies and applications, review questions, practice exams, and plentiful illustrations and examples. · THE EXPRESS LINE TO LEARNING - The L Line uses the universally recognized motif and symbols of a subway map, professional design and ample figures to guide readers through start to finish lessons on using Access. · VALUABLE ANCILLARY MATERIALS - Online components include test bank, Power Point slides with outlines, instructor's manual and syllabus. · GET A NEW JOB, IMPROVE SKILLS, LEARN NEW SKILLS! Topics are tied to emerging multidisciplinary topics that enable readers to master critical career-enhancing and marketable skills. · A START TO FINISH APPROACH: Guides readers interested in gaining professional-level database skills by evaluating current knowledge, learning skills taught in schools, and testing knowledge against real-world examples and challenges. · WRITTEN BY AN EXPERIENCED INSTRUCTOR: Kenneth Hess has ample experience using Access and has spent much of his time sharing this knowledge with his students. He is a trainer at New Horizons Learning Center in Tulsa, Oklahoma. He has designed training programs for Access and led Access training sessions for his clients. Recently, he was the instructor for Access training for four different local law firms. About The Book: 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.

I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I think you have to be a computer nerd to understand this stuff.

Microsoft Office Excel 2007 is a very powerful spreadsheet program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Excel 2007. This book has easy to follow step by step directions on how to use Excel 2007.

"I recommend this book for anyone who wants a strong foundation in Access." —Jeff Lenamon, CIBC World Markets Updated edition with exciting new Access 2007 features! Harness the power of Access 2007 with the expert guidance in this comprehensive reference. Beginners will appreciate the thorough attention to database fundamentals and terminology. Experienced users can jump right into Access 2007 enhancements like the all-new user interface and wider use of XML and Web services. Each of the book's six parts thoroughly focuses on key elements in a logical sequence, so you have what you need, when you need it. Designed as both a reference and a tutorial, Access 2007 Bible is a powerful tool for developers needing to make the most of the new features in Access 2007. Build Access tables using good relational database techniques Construct efficient databases using a five-step design method Design efficient data-entry and data display forms Utilize the improved Access report designer Use Visual Basic(r) for Applications and the VBA Editor to automate applications Build and customize Access 2007 ribbons Seamlessly exchange Access data with SharePoint(r) Employ advanced techniques such as the Windows(r) API and object-oriented programming Add security and use data replication in your Access applications What's on the CD-ROM? Follow the examples in the book chapter by chapter using the bonus materials on the CD-ROM. You'll find separate Microsoft Access database files for each chapter and other working files, including All the examples and databases used in the book, including database files, images, data files in various formats, and icon files used in the book's examples A complete sample application file, including queries, reports, objects, and modules, that you can use as a reference See the CD-ROM appendix for details and complete system requirements. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

This fast-paced book teaches you the basics of Access 2007 so you can start using this popular database program right away. You'll learn how to work with Access' most useful features to design databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. The new Access is radically different from previous versions, but with this book, you'll breeze through the new interface and its timesaving features in no time with: Clear explanations Step-by-step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households, Access runs on PCs and manages large stores information, including numbers, pages of text, and pictures -- everything from a list of family phone numbers to an enormous product catalog. Unfortunately, each new version of the program crammed in yet another set of features -- so many that even the pros don't know where to find them all. Access 2007 breaks the mold: Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate. One thing that hasn't improved is Microsoft's documentation. Even if you find the features you need, you still may not know what to do with them. Access 2007 for Starters: The Missing Manual is the perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

Sams Teach Yourself Microsoft Office 2007 All in One

Microsoft Office Word 2007 a Beginners Guide

A Training Book for Microsoft Excel 2007

Microsoft Access 2013 Inside Out

MICROSOFT ACCESS 2007: THE L LINE

Learn how to tap the full potential of Access 2007 Transfer Access data seamlessly between Microsoft Office applications—and that's just for starters. In this all-new, comprehensive guide by well-known Access expert Helen Feddema, you'll learn to write Visual Basic code that automates Access database tasks, creates standalone scripts, extracts and merges data, and allows you to put together powerful solutions. Whether you're a beginner or a power user, this is the book you need to succeed with Access 2007.

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Access 2007. The following topics are covered: Working with Database Files, Definitions of Access Objects, Navigating Tabbed Documents, Adding a Record, Editing Fields and Records, Undoing Changes, The Datasheet Window, Deleting Records and Searching for a Record. Creating a Table - Suggestions, Creating a Table, Using Design View to Create or Modify a Table, Sorting Tables, Optimizing Data Collection Using Masks, Creating a Query, Creating Forms with a Wizard, Working with a Form, Creating Reports with a Wizard, Printing a Report, Grouping Database Objects, Renaming or Deleting Groups, Compacting Database Files, Customizing Access and Backing Up a Database. Also includes a list of Movement Shortcuts, and Data Field Types. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. This guide is one of two available titles for Access 2007: Access 2007 Introduction and Access 2007 Intermediate.

Access 2007 for StartersThe Missing Manual"O'Reilly Media, Inc."

Chart a course for more effective data analysis with Access 2007. With this resource, you'll learn how Access 2007 offers powerful functionality that may be better suited to your data analysis needs. Learn to analyze large amounts of data in meaningful ways, quickly and easily slice it into various views, automate redundant analysis, and save time—all using Access. If you know a bit about table structures and formulas as well as data analysis, start thinking outside the chart.

Access 2013 Absolute Beginner's Guide

Office and SharePoint 2007 User's Guide

Microsoft Access VBA Programming for the Absolute Beginner

Access 2007

Special Edition Using Microsoft Office Access 2007

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, new field types, and more. Create a reliable and versatile information management solution with help from this all-inclusive guide. As a bonus, you can gain hands-on experience by following along with the book's sample databases on the CD-ROM. Customize the user interface to suit your preferences Use the built-in database templates or design your own Create, modify, and relate tables Enter and edit data Write advanced queries to extract and manipulate information Create customized forms and reports Improve performance and back up your database Develop macros to carry out automated responses to user actions Import, link, and export data Enable a multiple-user environment Secure your database

Set up and administer a SharePoint Server 2007 environment Get started on Microsoft Office SharePoint Server 2007 quickly and easily with help from this step-by-step guide. Using clear instructions, Microsoft Office SharePoint Server 2007: A Beginner's Guide shows you how to set up and configure SharePoint Server, collect and store data, build lists and libraries, and enable enterprise search capabilities. You'll learn how to create portals and Web pages, secure your SharePoint Server 2007 environment, and optimize performance. Microsoft Office 2007 integration techniques are also covered. Install and configure SharePoint Server 2007 Secure your SharePoint Server network and data Easily locate files and folders using the Search feature Simplify data collection using forms and workflows Logically organize content into lists and libraries Monitor, maintain, and back up your SharePoint Server environment Build Web applications and portals from reusable, modular Web Parts Improve efficiency using customized views and metadata schemes Seamlessly integrate with Microsoft Office Outlook 2007

Covers all facets of Microsoft's powerful desktop database development and management tool.

SharePoint 2007 User's Guide: Learning Microsoft's Collaboration and Productivity Platform is the follow-up edition to the successful SharePoint 2003 User's Guide (Apress, 2005). This book provides guidance about the new workflows, interface, and other technologies within SharePoint 2007. Authors Seth Bates and Tony Smith describe SharePoint in a variety of environments. They have the expertise and ability to proffer an eminently useful guide for anyone working with SharePoint technologies in any capacity.

A Training Book for Microsoft Word 2007

Access For Dummies

SharePoint 2007 User's Guide

Microsoft Office Access 2007 Inside Out

The Unofficial Guide to Microsoft Office Access 2007

Experience learning made easy—and quickly teach yourself how to manage your projects with Project 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Build a project plan and fine-tune the details Schedule tasks, assign resources, and manage dependencies Monitor progress and costs—and keep your project on track Format Gantt charts and other views to communicate project data Begin exploring enterprise project management systems Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus guide to the Ribbon, the new Microsoft Office interface Quick course on project management in the Appendix Windows Vista Product Guide eReference—plus other resources on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

Step-by-Step, Full-Color Graphics! Start using Access 2010 right away—the QuickSteps way. Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft's powerful database application. Follow along and quickly learn how to build databases and tables, enter and edit data, retrieve information, create forms, generate reports, secure your data, extend databases to the Web, and interact with Microsoft SQL Server. Get up to speed on Access 2010 in no time with help from this practical, fast-paced guide. Use these handy guideposts: Shortcuts for accomplishing common tasks Need-to-know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Guides beginning users through basic PC operations in Microsoft Windows, demonstrating how to print letters, manage finances, shop online, send and receive e-mail, and customize the desktop.

This practical guide to Microsoft Office Access 2007 was designed so that you can easily find all the functions needed for working with this relational database management program. It includes a 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.

Comdex Computer Course Kit: Windows Vista With Microsoft Office 2007, Professional Ed (With Cd)

First Look 2007 Microsoft Office System

Access 2010 Programmer's Reference

Access 2007 VBA Bible

Absolute Beginner's Guide to Computer Basics

Updated to cover all the latest features and capabilities of Access 2007, this resource provides new and inexperienced Access users with eight task-oriented minibooks that cover beginning to advanced-level material Each minibook covers a specific aspect of Access, such as database design, tables, queries, forms, reports, and macros Shows how to accomplish specific tasks such as database housekeeping, security data, and using Access with the Web Access is the world's leading desktop database solution and is used by millions of people to store, organize, view, analyze, and share data, as well as to build powerful, custom database solutions that integrate with the Web and enterprise data sources

Make the most of Access 2013—without becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds—even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple! Who knew how simple Access® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn:

- Create tables to efficiently store and navigate your data
- Build queries that retrieve exactly the information you want
- Design intuitive forms that help your users work more efficiently
- Build reports that answer key questions intuitively and visually
- Learn easy techniques for designing more reliable databases
- Work faster with AutoForms, AutoReports, and other shortcuts
- Automate repetitive tasks and build more polished databases with macros
- Share Access data with Excel, SQL Server, and other applications
- Solve complex problems with advanced query, form, and reporting techniques
- Build modern web databases that serve users through browsers
- Run your database on the cloud through Microsoft Office 365
- Construct a complete database application from start to finish
- And much more...

Alison Balter, President of InfoTech Services Group, Inc., has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco, Shell, Accenture, Northrop, the U.S. Drug Enforcement Administration, Prudential, Transamerica, Fox Broadcasting, and the U.S. Navy. She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson, including Microsoft Access 2010 LiveLessons and Alison Balter's Mastering Access 2007 Development. She is past president of the Independent Computer Consultants Association of Los Angeles. Category: Databases Covers: Microsoft® Access® 2013 User Level: Beginning

Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based office environment.

Microsoft Office Excel 2007

Microsoft Access 2013 Step by Step

The Rational Guide to Microsoft Office Access 2007 Templates

Microsoft Office Word 2007 Step by Step

Microsoft Office Access 2007 All-in-One Desk Reference For Dummies

Conquer Microsoft Access 2013—from the inside out! You're beyond the basics, so dive right into Access 2013—and use your skills to create sophisticated database apps! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2013—and challenge yourself to new levels of mastery. Build an Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros Create tables in your Access web app using built-in templates Aggregate and display your web app data using totals queries Use the Autocomplete control to quickly search for related data Create a Summary view to consolidate and group information Display related data on your views with the Related Items control Package your web app for use by others in your organization Plus—download chapters on building desktop databases For Intermediate and Advanced Users and Database Designers

A comprehensive guide to Access 2007 helps users become comfortable with the new user interface and tabbed toolbar, as well as learn how to design complete databases, maintain them, write queries, search for data, and build attractive forms for quick-and-

Master T-SQL database design, development, and administration the easy way – hands-on! In just one hour a day, you'll build all the skills you need to create effective database applications with T-SQL and SQL Server. With this complete tutorial, you'll quickly master the basics and then move on to more advanced features and concepts: Learn the fundamentals of T-SQL from the ground up, one step at a time Succeed with the newest versions of T-SQL, SQL Server, and SQL Server Management Studio Use T-SQL effectively as both an application developer and DBA Master powerful stored procedures, triggers, transactions, and user-defined functions (UDFs) Systematically optimize and secure your SQL Server databases Learn on your own time, at your own pace No previous T-SQL or database programming experience required Learn how to design efficient, reliable SQL Server databases (Define efficient tables, table relationships, fields, and constraints Make the most of T-SQL's SELECT and UPDATE statements Work effectively with simple and complex views and joins Master stored procedure techniques every developer should know Build and use powerful User-Defined Functions (UDFs) Secure databases with authentication, roles, permissions, and principals Configure, maintain, and tune SQL Server for maximum reliability, performance, and value Back up, restore, and audit databases Optimize databases with the SQL Server Profiler, System Monitor, and Index Tuning Wizard Leverage valuable insight and time saving techniques from a world renowned database expert Register your book at informit.com/register for access to source code, example files, updates, and corrections as they become available.

Compared to industrial-strength database products such as Microsoft's SQL Server, Access is a breeze to use. It runs on PCs rather than servers and is ideal for small- to mid-sized businesses and households. But Access is still intimidating to learn. It doesn't help that each new version crammed in yet another set of features; so many, in fact, that even the pros don't know where to find them all. Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95. Most obvious is the thoroughly redesigned user interface, with its tabbed toolbar (or "Ribbon") that makes features easy to locate and use. The features list also includes several long-awaited changes. One thing that hasn't improved is Microsoft's documentation. To learn the ins and outs of all the features in Access 2007, Microsoft merely offers online help. Access 2007: The Missing Manual

was written from the ground up for this redesigned application. You will learn how to design complete databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. You'll even delve into the black art of Access programming (including macros and Visual Basic), and pick up valuable tricks and techniques to automate common tasks -- even if you've never touched a line of code before. You will also learn all about the new prebuilt databases you can customize to fit your needs, and how the new complex data feature will simplify your life. With plenty of downloadable examples, this objective and witty book will turn an Access neophyte into a true master.

Microsoft Office Access 2010 QuickSteps

Integrating SharePoint with Excel, Outlook, Access and Word

Office and SharePoint 2010 User's Guide

Microsoft Access 2007 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Access 2007: The Missing Manual

Become a database boss —and have fun doing it—with this accessible and easy-to-follow guide to Microsoft Access Databases hold the key to organizing and accessing all your data in one convenient place. And you don't have to be a data science wizard to build, populate, and organize your own. With Microsoft Access For Dummies, you'll learn to use the latest version of Microsoft's Access software to power your database needs. Need to understand the essentials before diving in? Check out our Basic Training in Part 1 where we teach you how to navigate the Access workspace and explore the foundations of databases. Ready for more advanced tutorials? Skip right to the sections on Data Management, Queries, or Reporting where we walk you through Access's more sophisticated capabilities. Not sure if you have Access via Office 2021 or Office 365? No worries – this book covers Access now matter how you access it. The book also shows you how to: Handle the most common problems that Access users encounter Import, export, and automatically edit data to populate your next database Write powerful and accurate queries to find exactly what you're looking for, exactly when you need it Microsoft Access For Dummies is the perfect resource for anyone expected to understand, use, or administer Access databases at the workplace, classroom, or any other data-driven destination.

Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents A guide to Microsoft Excel provides illustrated, step-by-step instructions for such tasks as creating formulas, performing calculations, sorting and filtering data, and creating charts.

I started teaching computer classes a couple of years ago. It seemed that almost all of my students were generally saying the same thing: I bought a book on how to use this program but I just don't understand what is in the book. I thing you have to be a computer nerd to understand this stuff. Microsoft Office Word 2007 is a very powerful word processor program, but it doesn't have to be complicated or hard to use. I decided to write an easy to understand book on how to use the Microsoft Office Word 2007. This book has easy to follow step by step directions on how to use word 2007.

Learning Microsoft's Collaboration and Productivity Platform

Microsoft® Office SharePoint® Server 2007: A Beginner's Guide

T-SQL in One Hour a Day, Sams Teach Yourself

Microsoft Office Project 2007 Step by Step

Top 100 Simplified Tips and Tricks

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment - his role is helping desktop users integrate and use SP features seamlessly - our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products. A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features

Explains the principles and skills needed to program with Access VBA, covering topics including looping structures, functions, code reuse, debugging, object-oriented programming, and macros.

Comdex Professional Edition is specially designed for software explorers who want to take next higher step towards mastering Windows Vista and MS Office 2007. Simple language, easy to read layout, tooltips and detailed description of minute settings set this book at par. Not this much, the self learning tutorial (world acclaimed) test your skills and correct whenever you made a mistake.

Illustrated Course Guide: Microsoft Access 2013 Basic

Access 2007 for Starters: The Missing Manual

Microsoft Office Access 2007

Microsoft Office Excel 2007 a Beginner's Guide

Microsoft Office Access 2007 Forms, Reports, And Queries

You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2007—and challenge yourself to new levels of mastery! Create tables that support your database design strategy Import and link to data from spreadsheets, text files, databases, and other ODBC data sources Build simple to complex queries to manipulate data Learn advanced techniques for building and customizing user interface forms Design attractive reports to calculate and analyze large sets of data Automate your application with Microsoft Visual Basic(R) for Applications Customize the Office Fluent Ribbon Explore using XML and Windows(R) SharePoint(R) Services to create Web-based applications CD includes: Fully searchable eBook—plus bonus chapters Sample database applications—including query, form, and report examples Articles from the experts: designing databases, understanding SQL, exporting data, and more Links to demos, blogs, and user communities References for finding Access 2003 commands in Access 2007 Windows Vista(R) Product Guide eReference and other eBooks For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook.

One Book...All the Answers In just a short time you will be up and running with Microsoft Office 2007, including Word, Excel, PowerPoint, Outlook, and OneNote. Using a straightforward, step-by-step approach, each lesson builds upon a real-world foundation, allowing you to learn the essentials of Office 2007 from the ground up. Thorough instructions walk you through the most common tasks and show you extra features that make your Office 2007 documents stand apart from the crowd. Notes present interesting pieces of information, extra features you can use, and warnings to protect your data. Tips offer extra advice or teach an easier way to do something. Learn how to... Leverage New Features to Do More Work in Less Time Master Office 2007's New Ribbon Use Live Preview to See How Changes Will Affect Your Documents Create Online Web Pages from Your Office Documents, Worksheets, and Presentations Apply a Consistent Theme to All Your Documents, Worksheets, and Presentations Format Word Documents to Grab Attention Without Taking Away from the Message You Want to Convey Perform Mail Merging with Ease Set Up Powerful Worksheet Page Formats Drop Audio and Video into Your PowerPoint Presentations Organize Your Email to Work Smarter Locate Outlook Contacts on a Global Map Maximize Note Taking with OneNote Part I: Introducing Microsoft Office 2007 1 Chapter 1: Start Here 3 PART II: Writing with Word 29 Chapter 2: Learning Word's Basics 31 Chapter 3: Making Your Words Look Good 69 Chapter 4: Adding Lists, Tables, and Graphics 107 Chapter 5: Using Word's Advanced Features 147 PART III: Working with Excel Worksheets 201 Chapter 6: Getting to Know Excel 203 Chapter 7: Working with Excel Data 243 Chapter 8: Formatting Worksheets with Excel 273 Chapter 9: Creating Advanced Worksheets 303 Chapter 10: Using Excel as a Simple Database 329 PART IV: Impressing Audiences with PowerPoint 347 Chapter 11: Learning About PowerPoint 349 Chapter 12: Adding Flair to Your Presentations 371 Chapter 13: Making More Impressive Presentations 393 PART V: Organizing with Outlook 429 Chapter 14: Introducing Outlook 431 Chapter 15: Making Contact 475 Chapter 16: Living with Outlook 497 PART VI: Enhancing Your Work with Other Office Features 517 Chapter 17: Making Notes with OneNote 519 Chapter 18: Automatic Office 541 Chapter 19: Sharing Data Among Office Applications 563 Chapter 20: Combining Office and the Internet 581

Looks at the updates, changes, and enhancements of the 2007 Microsoft Office system, with information on Word, Excel, PowerPoint, Publisher, OneNote, Access, Outlook, and Groove.

Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Access 2007 for Starters

Access 2007 Bible

The Missing Manual

Microsoft Access 2007 Data Analysis

In this book, Microsoft Program Manager Zac Woodall shows developers and IT pros how to use the new template architecture in Access 2007 to deliver rich data-centric tracking applications. He explains what Access templates are, how they are used, and how to create them. Template design and customization includes details that every template designer should know, such as design guidelines, best practices, and advice for overcoming technical hurdles. Advanced topics include personalization, designing for SharePoint, template security, enterprise detailed breakdown of the template (.accdt) file format. In only 256 pages, this book helps the reader to: Design Access 2007 Templates Build Enterprise Templates for Access 2007 Implement Secure Access 2007 Templates This book comes with a bonus chapter "Customizing Task Pane" and five bonus sample templates, which readers can use in their own projects (Access Add-In, Access Ribbon XML, Contacts Modified, Table Creator, and Template Maker). These valuable bonus materials are available as a web site download.

For Data-Centric Microsoft Office Applications

Microsoft Office Access 2007: The Complete Reference