



# Microsoft Office Access 2007: The Complete Reference (Complete Reference Series)

*Virginia Andersen*

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# **Microsoft Office Access 2007: The Complete Reference (Complete Reference Series)**

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## **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

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