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Access 2007: The Missing Manual by Matthew MacDonald

Title: Access 2007 for Starters: The Missing Manual;

Author(s): Matthew MacDonald; Release date: January 2007;

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entry.

Access 2007: The Missing Manual eBook by Matthew MacDonald ...

Access 2007 for Starters: The Missing Manual . By Matthew MacDonald. Abstract. This fast-paced book teaches you the basics of Access 2007 so you can start using the program right away. You'll learn how to design databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. The ...

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[Access 2007: The Missing Manual by MacDonald, Matthew \(ebook\)](#)

This is a fairly comprehensive Access 2007 manual. However, it could be more concise. For example, "They [action queries] commit changes (usually to multiple records), and once you've applied the changes, you can't reverse

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them" could have been simply "action queries make irreversible changes to table data".

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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.

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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.

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

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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

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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.

A guide to the project management tool covers such topics as estimating work time, setting up a project schedule, building a team, setting up a budget, tracking progress, evaluating performance, and reporting on projects.

A comprehensive guide to Access 2007 helps users become

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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-

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

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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

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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.

Quickly learn the most useful features of Microsoft Office 2007 with our easy to read four-in-one guide. This fast-paced book gives you the basics of Word, Excel, PowerPoint and Access so you can start using the new versions of these major Office applications right away. Unlike every previous version, Office 2007 offers a completely redesigned user interface for each program. Microsoft has replaced the familiar menus with a new tabbed toolbar (or "ribbon"), and

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added other features such as "live preview" that lets you see exactly what each option will look like in the document before you choose it. This is good news for longtime users who never knew about some amazing Office features because they were hidden among cluttered and outdated menus. Adapting to the new format is going to be a shock -- especially if you're a longtime user. That's where Office 2007: The Missing Manual comes in. Rather than present a lot of arcane detail, this quick & friendly primer teaches you how to work with the most-used Office features, with four separate sections covering the four programs. The book offers a walkthrough of Microsoft's redesigned Office user interface before taking you through the basics of creating text documents, spreadsheets, presentations, and databases

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with: Clear explanations Step-by-step instructions Lots of illustrations Plenty of friendly advice It's a great way to master all 4 programs without having to stock up on a shelf-load of different books. This book has everything you need to get you up to speed fast. Office 2007: The Missing Manual is truly the book that should have been in the box.

Updated to incorporate the latest features, tools, and functions of the new version of the popular word processing software, a detailed manual explains all the basics, as well as how to create sophisticated page layouts, insert forms and tables, use graphics, and create book-length documents with outlines and Master Documents. Original. (All Users)

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Microsoft Excel continues to grow in power, sophistication, and capability, but one thing that has changed very little since the early '90s is its user interface. The once-simple toolbar has been packed with so many features over the years that few users know where to find them all. Microsoft has addressed this problem in Excel 2007 by radically redesigning the user interface with a tabbed toolbar that makes every feature easy to locate and use. Unfortunately, Microsoft's documentation is as scant as ever, so even if users can find advanced features, they probably won't know what to do with them. Excel 2007: The Missing Manual covers the entire gamut of how to build spreadsheets, add and format information, print reports, create charts and graphics, and use basic formulas and functions. Like its siblings in the Missing

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Manual series, this book crackles with a fine sense of humor and refreshing objectivity about its subject, guiding readers through the new Excel with clear explanations, step-by-step instructions, lots of illustrations, and friendly, time-saving advice. It's a perfect primer for small businesses with no techie to turn to, as well as those who want to organize household and office information.

A new handbook not only covers the basics and new features of PowerPoint 2007, but also teaches users how to combine multimedia, animation, and interactivity into a presentation; how to take full advantage of advanced functions; and how to create reusable

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Fast-paced and easy to read, this concise book teaches you the basics of Word 2007 so you can start using the program right away. Not only will you learn how to work with Word's most useful features to create documents, format and edit text, share the results and more, you'll also discover how to go beyond basic documents to handle graphics, create page layouts, and use forms and tables. The new Word is radically different from previous versions, but with this convenient book, you can breeze through the new user interface and its timesaving features in no time with:

- Clear explanations
- Step-by-step instructions
- Lots of illustrations
- Larger type
- Plenty of friendly advice

Word is used primarily for word processing, but there's more to this powerful program than meets the eye. It also offers a staggering array of advanced features that

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were once found only in page layout programs and graphics software. Many of these features are hidden among Word's cluttered menus, and even the pros can't find them all. For Word 2007, Microsoft redesigned the user interface completely, adding a tabbed toolbar that makes every feature easy to locate. Unfortunately, Microsoft's documentation is as poor as ever, so even if you find the features you need, you still may not know what to do with them. *Word 2007 for Starters: The Missing Manual* helps you master Word's redesigned user interface and gives you exactly what you need to create unique, attractive and effective documents.

Schedules, budgets, communications, resources. Projects big and small include them all, and Microsoft Project 2007 can

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help you control these variables -- not be controlled by them. But Project is complex software, and learning it is, well, a project in itself. Get up to speed fast with Microsoft Project 2007: The Missing Manual. Written by project management expert Bonnie Biafore, this book teaches you how to do everything from setting budgets and tracking schedules to testing scenarios and recognizing trouble spots before your project breaks down. Find out what's new in Project 2007 from previous versions, and get help choosing the right edition, whether it's Project Standard, Project Professional, or Enterprise Project Management Solution. With Microsoft Project 2007: The Missing Manual, you get more than a simple software how-to. You also get a rundown on project management basics and plenty of solid advice on how to use

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Project to: Define your project and plan your approach
Estimate your project, set up a budget, define tasks, and break the work into manageable chunks Create a schedule, define the sequence of work, and learn the right way to use date constraints and deadlines Build a project team and assign resources to tasks: "who does what" Refine the project to satisfy objectives by building reality into the schedule, and learn to keep project costs under control Track progress and communicate with team members via reports, information sharing, and meetings that work Close out your project and take away valuable lessons for the future Microsoft Project 2007 is the flagship of all project management programs, and this Missing Manual is the book that should have been in the box. No project manager should be without it.

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