



Microsoft Office Access 2007 Step by Step

By Steve Lambert, M. Lambert, Joan Lambert

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Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2007. With Step By Step, you set the pace—building and practicing the skills you need, just when you need them!

- Build databases from scratch or from templates
- Exchange data with other databases and Office documents
- Create forms to simplify data entry
- Use filters and queries to find and analyze information
- Design rich reports that help make your data meaningful
- Help prevent data corruption and unauthorized access

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Editorial Review

From the Publisher

Key Book Benefits:

- Learn how to use Office Access 2007 by taking just the lessons you need or by working from cover to cover--you set the pace
- Includes coverage of all the fundamentals, including creating databases, forms, reports, and queries
- Features easy-to-follow lessons and hands-on skill-building exercises
- Includes a companion CD with practice files and other resources

About the Author

Joyce Cox has more than 20 years' experience writing and editing technical subjects for non-technical audiences. For 12 of those years, she was the principal author for Online Press. Joyce is the primary author of numerous books on Office.

Joan Lambert has worked closely with Microsoft technologies since 1986, and in the training and certification industry since 1997. As President and CEO of Online Training Solutions, Inc. (OTSI), Joan guides the translation of technical information and requirements into useful, relevant, and measurable resources for people who are seeking certification of their computer skills or who simply want to get things done efficiently.

Joan is the author or coauthor of more than three dozen books about Windows and Office (for the Windows, Mac, and iPad platforms) and three generations of Microsoft Office Specialist certification study guides. Joan is a Microsoft Certified Professional, Microsoft Office Specialist Master (for Office 2013, Office 2010, and Office 2007), Microsoft Certified Technology Specialist (for Windows and Windows Server), Microsoft Certified Technology Associate (for Windows), Microsoft Dynamics Specialist, and Microsoft Certified Trainer.

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