

How to Do Everything with Microsoft Office Access 2007

Virginia Andersen



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Maximize the powerful features of the latest release of today's most popular desktop database program. *How to Do Everything with Microsoft Office Access 2007* shows you how to create and customize an efficient, multi-user database, retrieve, interpret, and share your data, secure your information, and much more. Designed to help you get things done quickly and easily, this user-friendly guide is your all-access pass to Access 2007.

- Navigate the new user interface with ease
- Design a well-organized database using pre-designed templates
- Enter and edit data and ensure data validity
- Sort, filter, and print records
- Extract specific information using queries
- Master form and report design basics
- Add charts and graphs to forms and reports easily
- Optimize database performance and speed
- Exchange database objects and text files between Access databases

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