



How to Use Access 2007

Gerard Strong

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This easy to follow Book helps employees, students, teachers and parents wanting their children to get a head start in their use of Database software.

this book shows you how to use the basic tasks in Microsoft Access 2007 such as creating tables, queries, reports, charts and forms.

This simple step by step tutorial introduces you to the main functions of databases using Microsoft Access 2007.

It is suitable for absolute beginners and those looking for a refresher guide into Access 2007.

The book is divided into clear sections that demonstrate the separate skills that you can follow at your own pace.

The book offers a gradual introduction to the correct vocabulary to ease the learning of the software and improve future communication.

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