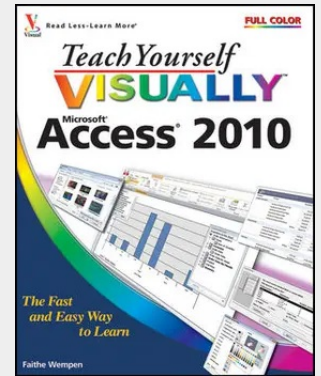


Teach Yourself Visually Access 2010

The visual way to get up to speed on Access 2010 It's one thing to gain access to Access. It's another thing entirely to figure out how to do all the things you want to do in Access, because the software is not all that intuitive. This full-color guide clearly shows you how to get the most out of Access 2010, including how to enter new records; create, edit, and design tables and forms; organize, analyze, and share data; generate concise reports; and much more. With pages of step-by-step instructions, graphics, and helpful advice, this is the visual learner's Access book-keep this on your desk and flip to what you need, any time! * Explores the very latest features, functions, and tools of Access 2010, a database software tool that is part of the new Microsoft Office 2010 * Teaches you how to enter new records and create, edit, and design tables and forms * Explains how to organize, analyze, and share data; generate concise reports; add smart tags to tables, save backup copies of your data; and more * Demonstrates through step-by-step instructions and numerous, full-color screen shots and graphics, so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively.

Teach Yourself Visually Are you a visual learner? Do you prefer instructions that show you how to do something - and skip the long-winded explanations? If so, then this book is for you. Open it up and you'll find clear, step-by-step screen shots that show you how to tackle more than 185 Access 2010 tasks. Each task-based spread covers a single technique, sure to help you get up and running with Access 2010 in no time. You'll learn to: * Create databases * Build tables to store information * Find and filter data * Develop forms and reports * Create queries * Back up and repair a database * Two-page lessons break big topics into bite-sized modules * Succinct explanations walk you through step by step * Full-color screen shots demonstrate each task * Helpful sidebars offer practical tips and tricks



28,00 €

26,17 € (zzgl. MwSt.)

Nicht mehr lieferbar

Artikelnummer: 9780470577653

Medium: Buch

ISBN: 978-0-470-57765-3

Verlag: WILEY

Erscheinungstermin: 31.05.2010

Sprache(n): Englisch

Auflage: Neuausgabe 2010

Serie: Teach Yourself VISUALLY
(Tech)

Produktform: Kartoniert

Gewicht: 813 g

Seiten: 352

Format (B x H): 189 x 236 mm

