



# Teach Yourself Visually Microsoft Office Access 2007

*Faihe Wempen*

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## **Teach Yourself Visually Microsoft Office Access 2007** Faithe Wempen

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 will find clear, step-by-step screen shots that show you how to tackle more than 170 Access 2007 tasks. Each task-based spread includes easy, visual directions for performing necessary operations, including

- \* Navigating the new interface
- \* Using templates to create databases
- \* Entering and editing data
- \* Working with tables and fields
- \* Creating simple or summary queries
- \* Linking to Excel(r) worksheets
- \* Helpful sidebars offer practical tips and tricks
- \* Full-color screen shots demonstrate each task
- \* Succinct explanations walk you through step by step
- \* Two-page lessons break big topics into bite-sized modules

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