

**Context Tabs**

**Ribbon**

**Open Objects**

**Active window**

**Navigation Pane**

**Task Pane**

**Status Bar**

The screenshot displays the Microsoft Access interface in Design View. The central area shows the 'Assignments and Tests : Entry Form' with fields like 'Date Assigned', 'Date Due', 'Max Score', 'Details', 'Grading Period', and 'Table Scores'. A red box highlights the 'Open Objects' bar at the top, which lists 'Switchboard', 'Assignments/Tests Form', 'Students', and 'Go Works Grade Assignments'. A red arrow points to the 'Assignments/Tests Form' in this bar. Another red arrow points to the 'Details' field in the form design. A third red arrow points to the 'Status Bar' at the bottom. The 'Navigation Pane' on the left lists 'Tables', 'Queries', 'Forms' (including 'Assignments/Tests...', 'Scores Form', 'Students Form', and 'Switchboard'), and 'Reports'. The 'Task Pane' on the right shows the 'Property Sheet' for the selected 'Text Box' control, with tabs for 'Format', 'Data', 'Event', and 'Other'. The 'Format' tab is active, showing properties like 'Name', 'Control Source', 'Format', 'Decimal Places', 'Visible', 'Text Format', 'Default Caption', 'Show Date Picker', 'Width', 'Height', 'Top', 'Left', 'Back Style', 'Back Color', 'Border Style', 'Border Width', 'Border Color', 'Shadow Effect', 'Font Underline', 'Font Bold', 'Font Color', 'Line Spacing', 'Is Hyperlink', 'Display As Hyperlink', 'Hyperlink Target', 'Gridline Style Top', 'Gridline Style Bottom', 'Gridline Style Left', and 'Gridline Style Right'. The 'Status Bar' at the bottom indicates 'Design View' and 'Name Lock'.

Format	Data	Event	Other	All
Name	Details			
Control Source	Details			
Format				
Decimal Places	Auto			
Visible	Yes			
Text Format	Plain Text			
Default Caption				
Show Date Picker	For Dates			
Width	3.4933"			
Height	0.2083"			
Top	1.3433"			
Left	1.3333"			
Back Style	Normal			
Back Color	#FFFFFF			
Border Style	Transparent			
Border Width	None			
Border Color	No Color			
Shadow Effect	None			
Font Underline	No			
Font Bold	No			
Font Color	#000000			
Line Spacing	0"			
Is Hyperlink	No			
Display As Hyperlink	If Hyperlink			
Hyperlink Target				
Gridline Style Top	Transparent			
Gridline Style Bottom	Transparent			
Gridline Style Left	Transparent			
Gridline Style Right	Transparent			

# Microsoft Access 2007 User Guide

**Michael Antonovich**



## **Microsoft Access 2007 User Guide:**

Office and SharePoint 2007 User's Guide Michael Antonovich, 2008-07-06 Web sites Collaboration Document management Paperless offices We want it all in business today but how do you achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time and build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform small to medium sized businesses can use to reach these goals Office and SharePoint 2007 User's Guide Integrating SharePoint with Excel Outlook Access and Word demystifies the path every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2007 users can achieve goals like web sites with a consistent single view improved collaboration within their organization better document management and maybe even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to the experienced power user It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment Microsoft Access 2007 Data Analysis Michael Alexander, 2012-06-26 Chart a course for more effective data analysis with Access 2007 With this resource you'll learn how Access 2007 offers powerful functionality that may be better suited to your data analysis needs Learn to analyze large amounts of data in meaningful ways quickly and easily slice it into various views automate redundant analysis and save time all using Access If you know a bit about table structures and formulas as well as data analysis start thinking outside the chart **Microsoft Office Access 2007 Inside Out** Jeff Conrad, John L. Viescas, 2007-04-11 You're beyond the basics so dive right in and really put your database skills to work This supremely organized reference is packed with hundreds of timesaving solutions troubleshooting tips and workarounds It's all muscle and no fluff Discover how the experts tackle Access 2007 and challenge yourself to new levels of mastery Create tables that support your database design strategy Import and link to data from spreadsheets text files databases and other ODBC data sources Build simple to complex queries to manipulate data Learn advanced techniques for building and customizing user interface forms Design attractive reports to calculate and analyze large sets of data Automate your application with Microsoft Visual Basic R for Applications Customize the Office Fluent Ribbon Explore using XML and Windows R SharePoint R Services to create Web based applications CD includes Fully searchable eBook plus bonus chapters Sample database applications including query form and report examples Articles from the experts designing databases understanding SQL exporting data and more Links to demos blogs and user communities References for finding Access 2003 commands in Access 2007 Windows Vista R Product Guide eReference and other eBooks For customers who purchase an ebook version of this title instructions for downloading the CD files can be found in the ebook Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites

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**Computers Today & Tomorrow** □ 8 Manjeet Jauhar, Dorothy Fanthome, COMPUTERS TODAY TOMORROW series consists of eight computer science textbooks for classes 1-8 This series is created to help students master the use of various kinds of software and IT tools The books have been designed to keep pace with the latest technologies and the interests of the 21st century learners The series is based on Windows 7 and MS Office 2007 and adopts an interactive approach to teach various concepts related to Computer Science The books for classes 1-5 are introductory They introduce students to the basic features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6-8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

**Microsoft Office Access 2007 All-in-One Desk Reference For Dummies** Alan Simpson, Margaret Levine Young, Alison Barrows, April Wells, Jim McCarter, 2011-03-01 Updated to cover all the latest features and capabilities of Access 2007 this resource provides new and inexperienced Access users with eight task oriented minibooks that cover beginning to advanced level material Each minibook covers a specific aspect of Access such as database design tables queries forms reports and macros Shows how to accomplish specific tasks such as database housekeeping security data and using Access with the Web Access is the world's leading desktop database solution and is used by millions of people to store organize view analyze and share data as well as to build powerful custom database solutions that integrate with the Web and enterprise data sources

*Microsoft Access 2010 In Depth* Roger Jennings, 2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time Legendary Access expert Roger Jennings provides

specific tested proven solutions to the problems Access database users and developers run into every day challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros New coverage also includes customizable Ribbon and Themes the revamped Macro Designer Quick Start Fields IntelliSense support in Expression Builder Application Parts and Navigation Forms conditional formatting and data bars in reports and new web database publishing techniques As with all In Depth books Access 2010 In Depth presents comprehensive coverage breakthrough techniques exclusive shortcuts quick access to information troubleshooting help for tough problems and real world examples with nothing glossed over or left out Step by step instructions with icons guide readers through essential tasks such as designing tables entering data importing external data designing and executing queries and designing data entry forms and printed reports Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity By Roger Jennings a world renowned Access expert who has sold more than 1 25 million books Covers all aspects of working with Access 2010 from the customizable Ribbon and Themes to conditional formatting advanced web database publishing to SharePoint collaboration For everyone who wants to get the most out of Access 2010 from hobbyists to power users to corporate developers

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
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