
MICROSOFT ACCESS 2007

MANUAL DE APOIO



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FILIPE SANTOS | DEZEMBRO DE 2010

Manual Microsoft Access 2007

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Manual Microsoft Access 2007:

Access 2007: The Missing Manual Matthew MacDonald, 2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry Access 2007: The Missing Manual Matthew MacDonald, 2006-12-29 Compared to industrial strength database products such as Microsoft's SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn't help that each new version crammed in yet another set of features so many in fact that even the pros don't know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn't improved is Microsoft's documentation To learn the ins and outs of all the features in Access 2007 Microsoft merely offers online help Access 2007 The Missing Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You'll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you've never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master Access 2007 for Starters Matthew MacDonald, 2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away You'll learn how to work with Access most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry The new Access is radically different from previous versions but with this book you'll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don't know where to find them all Access 2007 breaks the mold Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate One thing that hasn't improved is Microsoft's documentation Even if you find the features you need you still may not know what to do with them Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information

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Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data
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 Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping
 Yourself 1 Using Access Help 2 The Tell Me Bar **Access 2010: The Missing Manual** Matthew MacDonald, 2010-06-18
 Unlock the secrets of this powerful database program and discover how to use your data in creative ways With this book's
 easy step by step process you'll quickly learn how to build and maintain a complete Access database using Access 2013's new
 simpler user interface and templates You also get practices and tips from the pros for good database design ideal whether
 you're using Access for school business or at home The important stuff you need to know Build a database with ease Store
 information to track numbers products documents and more Customize the interface Build your own forms to make data
 entry a snap Find what you need fast Search sort and summarize huge amounts of information Put your data to use Turn raw
 info into printed reports with attractive formatting Share your data Collaborate online with SharePoint and the Access web
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 the new template architecture in Access 2007 to deliver rich data centric tracking applications He explains what Access
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 details that every template designer should know such as design guidelines best practices and advice for overcoming
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 3 The Personal Macro Workbook **Access 2007 Bible** Michael R. Groh, Joseph C. Stockman, Gavin Powell, Cary N.
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Conner,Matthew MacDonald,2010-07-14 Microsoft Office is the most widely used software suite in the world The half dozen programs in Office 2010 are packed with amazing features but most people just know the basics This entertaining guide not only gets you started with Office it reveals all kinds of useful things you didn t know the software could do with plenty of power user tips and tricks when you re ready for more Create professional looking documents Learn everything you need to know to craft beautiful Word documents Stay organized Keep track of your email calendar and contacts with Outlook Crunch numbers with ease Assemble data make calculations and summarize the results with Excel Make eye catching presentations Build PowerPoint slideshows with video and audio clips animations and more Build Access databases quickly Make your data easy to find sort and manage Manage your files more efficiently Use the new Backstage view to quickly work with your Office files Get to know the whole suite Learn to use other handy Office tools Publisher OneNote and Office Web Apps

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