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Paul McFedries

# Microsoft Office Access 2007 Forms Reports And Queries Paul Mcfedries

**Paul McFedries**



## **Microsoft Office Access 2007 Forms Reports And Queries Paul McFedries:**

**Microsoft Office Access 2007 Forms, Reports, and Queries** Paul McFedries, 2007-05-01 Everything you need to master Access 2007 forms reports and queries Charles Carr Reviews Editor ComputerEdge Magazine Create Forms for Business Ensure Data Entry Accuracy Build Elegant Form Interfaces Collect Data Via Email Design Effective Business Reports Make an Invoice Report Create Mailing Labels Extract Data Work with Multiple Tables Calculate Discounts Analyze Data Develop your Microsoft Access expertise instantly with proven techniques Let's face it Microsoft Access is a large intimidating program Most people never progress beyond creating simple tables and using wizards to build basic forms and reports At the same time you need information and you know that what you seek is embedded somewhere in your Access database Without a more sophisticated knowledge of how to extract and present that data you're forced to rely on office gurus and overworked IT people to provide canned reports or one size fits all solutions This book changes all that by giving you the skills to build efficient front ends for data forms publish the results in an attractive and easy to read format reports and extract the data you need queries This book shuns the big Access picture and instead focuses intently on forms reports and queries This in depth approach will give you the knowledge and understanding you need to get at the data and prove the old saw that knowledge is power Focuses on the three technologies that you must master to get the most out of Access forms reports and queries Avoids database theory in favor of practical know how that you can put to use right away Packed full of real world examples and techniques to help you learn and understand the importance of each section Covers what's new and changed in Microsoft Access 2007 Introduction Part I Creating Forms Chapter 1 Creating and Using a Form Chapter 2 Working with Form Controls Chapter 3 Designing Forms for Efficient and Accurate Data Entry Chapter 4 Designing Forms for Business Use Chapter 5 Creating Specialized Forms Part II Designing and Customizing Reports Chapter 6 Creating and Publishing a Report Chapter 7 Designing Effective Business Reports Chapter 8 Designing Advanced Reports Chapter 9 Creating Specialized Reports Part III Creating Powerful Queries Chapter 10 Creating a Basic Query Chapter 11 Building Criteria Expressions Chapter 12 Working with Multiple Table Queries Chapter 13 Creating Advanced Queries Chapter 14 Creating PivotTable Queries Chapter 15 Querying with SQL Statements Index

**Microsoft Office Access 2007 VBA** Scott B. Diamond, Brent Spaulding, 2008 Business Solutions Microsoft R Office Access 2007 VBA Develop your Access 2007 VBA expertise instantly with proven techniques Microsoft Office Access 2007 VBA builds on the skills you've already developed in creating database applications and helps you take them to the next level using Visual Basic for Applications VBA to accomplish things you once performed manually To facilitate this lofty goal Access includes the VBA programming language Even if you've never programmed this book will help you learn how to leverage the power of VBA to make your work with Access more efficient than ever before Microsoft Office Access 2007 VBA is for professionals who use Microsoft Access frequently in their daily work You have serious work to get done and you can't spend all day reading a computer book This

book teaches you the essential skills you need to automate your databases as quickly as possible Although written for Access 2007 the techniques and concepts covered will work in most versions of Microsoft Access Highlights of This Book Include Navigating within the Visual Basic Editor Using variables constants and data types Employing built in functions Creating procedures Understanding object and event driven coding Working with arrays Understanding scope Working with forms Using selection controls Creating reports Exploring menus navigation and ribbons Using object models Working with data Defining database schema Using the Windows API Working with XML files Exploring Access SQL On the Website Download database files used in the book at [www.quepublishing.com](http://www.quepublishing.com) Category Office Applications Covers Visual Basic for Applications User Level Intermediate Advanced Scott B Diamond is a seasoned database designer and Microsoft Access 2007 MVP During the last 20 years he has designed databases on a wide range of platforms including dBASE FoxPro SQL DS Lotus Approach Lotus Notes and for the past 10 years Microsoft Access Scott has worked as a consultant both in house and freelance and as a support professional at firms that are among the leaders in their industries Scott spends some of his free time answering questions at the premier site for Access support <http://www.utteraccess.com> Brent Spaulding started writing applications about 20 years ago and has utilized Microsoft Access since version 2.0 He looks forward to using Access well into the future In July 2007 he received the Microsoft MVP award for Access which recognizes his talent and contributions to the Access community

Front cover bullets Edit and debug your code Use looping and conditional statements Understand the Access object and event driven architecture Automate data entry Learn how to use variables for dynamic automation Create user friendly applications for others Create custom functions and objects Customize the user interface Manipulate data and objects with code

*Tricks of the Microsoft Office 2007 Gurus* Paul McFedries, 2007-05-16 Paul McFedries an Office insider that will help you learn the Office applications inside and out Designed to bridge the gap between your expectation and reality you will go beyond the basics and learn newly discovered techniques shortcuts and best practices Through real world examples that showcase how the tips and tricks can be used in everyday business tasks *Tricks of the Microsoft Office 2007 Gurus* will help you get the most out of Office 2007

Part I MICROSOFT WORD TRICKS Chapter 1 Text Tricks Chapter 2 Formatting Tricks Chapter 3 Document Tricks Chapter 4 Page Layout Tricks

Part II MICROSOFT EXCEL TRICKS Chapter 5 Formula and Function Tricks Chapter 6 Workbook and Worksheet Tricks Chapter 7 Data Analysis Tricks Chapter 8 Chart Tricks

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V MICROSOFT ACCESS TRICKS 14 Table and Query Tricks Chapter 15 Form and Report Tricks

APPENDIXES Author Bio Paul McFedries is well known as a teacher of Office Windows and programming particularly VBA He is the president of Logophilia Limited a technical writing company Paul has been writing programs for PCs for more than 25 years and has been developing VBA applications since Microsoft first added VBA to the Office suite in 1994 Now primarily a writer Paul has

written more than 50 books that have sold more than three million copies worldwide These books include Access 2007 Forms Reports and Queries Que 2007 Formulas and Functions with Excel 2007 Que 2007 VBA for the 2007 Microsoft Office System Que 2007 and Windows Vista Unleashed Sams 2006     Networking with Microsoft Windows Vista Paul McFedries,2003-12-18 Your Guide to Easy and Secure Windows Vista Networking is a complete beginner s guide to creating configuring administering and using a small network using Windows Vista computers Inside you ll find comprehensive coverage of networking hardware including Ethernet wired hardware from NICs to cables to switches to routers and wireless Hardware from wireless NICs to access points to range extenders We include handy buyer s guides that tell you how to make smart choices when purchasing network hardware With hardware in hand we then show you how to roll up your shirtsleeves and put everything together including configuring a router laying cable and connecting the devices Next we then show you how to wrangle with Windows Vista s networking features These techniques include using the Network and Sharing Center managing wired and wireless connections accessing shared network resources sharing local resources on the network and working with network files offline And if you are a music and video aficionado we ve got you covered with a special chapter that shows you just how to set up a networked Vista PC as your digital media hub No networking book would be complete without extensive coverage of security issues that affect anyone connected to the Internet We show you how to secure each computer secure your global networking settings and batten down your wireless connections The last part of the book includes intermediate networking tasks such as making remote connections monitoring the network troubleshooting network problems and setting up Vista s built in web server and FTP server No longer is networking a topic that only geeks need to understand If you have even one computer on the Internet or if you use wireless in your home or office you need this book Extensive hardware coverage that shows you what equipment to buy and how to set it up Easy to follow buyer s guides that enable anyone to make smart and informed choices when purchasing networking hardware Complete and comprehensive coverage of Windows Vista s networking features Thwart hackers crackers thieves and other Internet malefactors by following our easy to understand chapters on security Loaded with tips tricks and shortcuts to make networking easier and more secure Chock full of real world examples and network configurations that you can put to work today     VBA for the 2007 Microsoft Office System Paul McFedries,2007-03-30 VBA for the 2007 Microsoft Office System is jam packed with code samples that you ll be able to reuse right away in your VBA projects Guy Barrette Microsoft MVP Regional Director NET Expertise Develop your VBA expertise instantly with proven techniques VBA for the 2007 Microsoft Office System shows you how to take full advantage of the 2007 Microsoft Office suite by automating routine Office tasks No matter which Office application you re using there are some tasks you perform dozens of times such as typing a section of text running a series of menu commands or formatting a document in a particular way This book shows you how to accomplish the same tasks by incorporating them into a macro that you can run with just a few mouse clicks or keystrokes This book shows you the basics

of VBA programming from the ground up Even if you ve never programmed before VBA for the 2007 Microsoft Office System will have you up to speed with VBA in no time You ll learn how to write programs that control Word Excel PowerPoint Access databases and even Outlook email You get dozens of example macros that not only illustrate the concepts in the book but also provide you with practical business oriented tools that you can use right away to improve your productivity Practical real world examples for anyone who uses Office applications not just power users Automate or streamline all your repetitive Word Excel and PowerPoint chores Create custom dialog boxes and custom Ribbon tabs groups and buttons to make Office look and work the way you want it to no program experience required Easy to understand instructions that make learning VBA fast and fun All code examples and documents are available online so you can get started with VBA with a minimum of fuss Automate Routine Tasks Control Word Excel and PowerPoint Program Access Databases Automate Document Backups Create Advanced Email Rules Build Custom Dialog Boxes Customize the Office 2007 Ribbon Access the Registry Troubleshoot Macro Problems Control Macro Security Introduction I Getting Started with VBA 1 Creating and Running Recorded Macros 2 Writing Your Own Macros 3 Understanding Program Variables 4 Building VBA Expressions 5 Working with Objects 6 Controlling Your VBA Code II Putting VBA to Work 7 Programming Word 8 Programming Excel 9 Programming PowerPoint 10 Programming Access Databases 11 Programming Outlook Email III Getting the Most Out of VBA 12 Creating Custom VBA Dialog Boxes 13 Customizing the Office 2007 Ribbon 14 VBA Tips and Techniques 15 Trapping Program Errors 16 Debugging VBA Procedures IV Appendixes A VBA Statements B VBA Functions Index

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**Microsoft Windows Vista Unleashed** Paul McFedries,2008 Journeys inside Windows Vista to explain how to get the most out of the operating system discussing its key components and features and discusses installation multimedia applications networking Web integration Internet Explorer 7 and other essential topics

**Build It. Fix It. Own It** Paul McFedries,2008-05-19 BUILD IT FIX it OWN IT A Beginner s Guide to Building and Upgrading a PC Build It Fix It Own It is the ultimate beginner s guide to building and fixing your own PC With a friendly knowledgeable tone this book shows the beginning PC builder everything he or she needs to know to build a computer or upgrade an existing one We

step you through the parts that lurk inside a PC from the motherboard and power supply to the CPU memory hard drive video card sound card and networking hardware In each case you will learn how the hardware works what it does what types of hardware are available and what to look for when buying the hardware Then we walk you step by step through a series of PC building projects We show you how to build five different types of PC a basic business PC a home theater PC a high performance PC a killer gaming PC and a budget PC And if building a new PC from scratch isn't in your budget we show you how to resurrect an old PC by swapping out a few key components When you have your PC built and running we show you how to set up a wireless network and the BIOS and maintain your new rig Build It Fix It Own It is the ultimate PC builder's guide even if you've never ventured inside a PC case before Author Bio Paul McFedries is one of the industry's most well known and respected technical writers and is a passionate computer tinkerer He is the author of more than 70 computer books that have sold more than three million copies worldwide His recent titles include the Sams Publishing books Windows Vista Unleashed and Windows Home Server Unleashed and the Que Publishing books Networking with Microsoft Windows Vista Formulas and Functions with Microsoft Excel 2007 Tricks of the Microsoft Office 2007 Gurus and Microsoft Access 2007 Forms Reports and Queries Paul also is the proprietor of Word Spy [www.wordspy.com](http://www.wordspy.com) a website devoted to tracking new words and phrases as they enter the English language Category Hardware Covers PC Hardware User Level Beginner Intermediate

**Teach Yourself VISUALLY Access 2013** Paul McFedries, 2013-03-20 The easy visual way to learn this popular database program Part of the Office 2013 productivity suite Access enables you to organize present analyze and share data on a network or over the web With this Visual guide to show you how you'll master the fundamentals of this robust database application in no time Clear step by step instructions are illustrated with full color screen shots that show exactly what you should see on your screen Learn to enter new records create edit and design tables and forms develop queries that generate specific reports add smart tags to your tables and much more While it is the most widely used database application Access is not particularly intuitive the Visual system's two page lessons and full color screen shots make this complex software easier to learn Concise step by step instructions and clear illustrations show you exactly what to expect Covers scores of tasks including entering and setting up new records organizing and sharing data designing tables and forms and generating reports Shows how to perform more complex operations such as finding dependencies between database objects and adding smart tags to tables Teach Yourself VISUALLY Access 2013 uses clear steps and high resolution screen images to get you up and running with this popular database program

**The Complete Idiot's Guide to Creating a Website** Paul McFedries, 2008 In the 21st century it has become very difficult for a business to survive without a website today's equivalent of a mid 1990s yellow pages listing Today's websites require advanced features that visitors have come to expect streaming video and audio e-commerce custom surveys forms and polls and discussion groups In The Complete Idiot's Guide to Creating a Website readers will find How to create a webpage all the basics and tables Using good design

Publishing your site Automating your site How to make your site profitable Publicizing your site The CD contains many custom templates with which to start a website as well as numerous JavaScript scripts

**Statistics Made Simple Do It Yourself On Pc 2Nd Ed.** Sarma,2010-01-30 Written in a reader friendly style this thoroughly revised text teaches the students how to handle data and get the desired output through commonly available software like Microsoft Office 2007 and Excel using a step by step approach Real life data have been analyzed and illustrated through graphs tables and screenshots An entire chapter is devoted to Crystal Reports CRP software which is currently used for rendering custom designed reports from databases This book will also benefit all those professionals who are not aware of the use of computer for data handling and statistical analysis *The British National Bibliography* Arthur James Wells,2009

**Microsoft Office Access 2007 Forms, Reports, and Queries** McFedries,1900 Microsoft Access is a large intimidating program Unlike Word or Excel where users can perform basic tasks without much in the way of training Access presents challenges from the outset Most users never progress beyond creating simple tables and using Wizards to create basic forms and reports At the same time all users from managers to researchers to administrative assistants need to know that what they seek is embedded somewhere in their Access tables Without a more sophisticated knowledge of how to extract and present that data they are forced to rely on office gurus and overworked

*Microsoft Office Access 2007 Forms, Reports, and Queries* McFedries,2007 [Business Solutions Microsoft® Office Access 2007 Forms, Reports, and Queries](#) Paul McFedries,2007 Everything you need to master Access 2007 forms reports and queries Charles Carr Reviews Editor ComputerEdge Magazine Create Forms for Business Ensure Data Entry Accuracy Build Elegant Form Interfaces Collect Data Via Email Design Effective Business Reports Make an Invoice Report Create Mailing Labels Extract Data Work with Multiple Tables Calculate Discounts Analyze Data Develop your Microsoft Access expertise instantly with proven techniques Let's face it Microsoft Access is a large intimidating program Most people never progress beyond creating simple tables and using wizards to build basic forms and reports At the same time you need information and you know that what you seek is embedded somewhere in your Access database Without a more sophisticated knowledge of how to extract and present that data you're forced to rely on office gurus and overworked IT people to provide canned reports or one size fits all solutions This book changes all that by giving you the skills to build efficient front ends for data forms publish the results in an attractive and easy to read format reports and extract the data you need queries This book shuns the big Access picture and instead focuses intently on forms reports and queries This in depth approach will give you the knowledge and understanding you need to get at the data and prove the old saw that knowledge is power Focuses on the three technologies that you must master to get the most out of Access forms reports and queries Avoids database theory in favor of practical know how that you can put to use right away Packed full of real world examples and techniques to help you learn and understand the importance of each section Covers what's new and changed in Microsoft Access 2007 Introduction Part I Creating Forms Chapter 1 Creating and Using a Form Chapter 2 Working with



Form Controls Chapter 3 Designing Forms for Efficient and Accurate Data Entry Chapter 4 Designing Forms for Business Use Chapter 5 Creating Specialized Forms Part II Designing and Customizing Reports Chapter 6 Creating and Publishing a Report Chapter 7 Designing Effective Business Reports Chapter 8 Designing Advanced Reports Chapter 9 Creating Specialized Reports Part III Creating Powerful Queries Chapter 10 Creating a Basic Query Chapter 11 Building Criteria Expressions Chapter 12

*Brilliant Microsoft Office 2007* Paul McFedries, 2008 Office 2007 is a massive expensive suite packed with powerful applications that feature a huge number of new features and functionality that require a steep learning curve of all users irrespective of previous experience Even when a user feels comfortable with the new version of an application many still feel unsatisfied and feel that they are not getting the most out of the suite as they should or are still unaware of many new functions and features that could help them use the software more efficiently and more beneficially for their job or business After all something this large and complicated should be able to solve lots of problems and make the user's life easier and more productive This book is designed to bridge the gap between the user's expectation and demands and reality between investment and payback and between problem and solution Using little known or newly discovered insider techniques shortcuts and best practices this book will provide the reader with incredibly useful real world solutions that will help them get the most out of all of the Office 2007 applications

**Formulas and Functions with Microsoft Office Excel 2007** Paul McFedries, 2007 Provides instructions on the formula building techniques of Microsoft Excel covering such topics as ranges text functions logical and information functions list data regression methods and working with bonds

**Brilliant VBA for Microsoft Office 2007** Paul McFedries, 2008 Brilliant VBA for Office 2007 shows you how to take full advantage of the 2007 Microsoft Office suite by automating routine Office tasks No matter which Office application you're using there are some tasks you perform dozens of times such as typing a section of text running a series of menu commands or formatting a document in a particular way This book shows you how to accomplish the same tasks by incorporating them into a macro that you can run with just a few mouse clicks or keystrokes This book shows you the basics of VBA programming from the ground up Even if you've never programmed before Brilliant VBA for Office 2007 will have you up to speed with VBA in no time You'll learn how to write programs that control Word Excel PowerPoint Access databases and even Outlook email You get dozens of example macros that not only illustrate the concepts in the book but also provide you with practical business oriented tools that you can use right away to improve your productivity

Microsoft Windows Vista Unleashed Paul McFedries, 2004-04-03 Microsoft Windows Vista Unleashed Second Edition Paul McFedries Second Edition Includes coverage of Windows Vista Service Pack 1 Microsoft Windows Vista Unleashed Second Edition is a book for people like you who don't consider themselves to be average users It's a book for anyone who finds that doing things the official way is slower less efficient and less powerful because Windows Vista was designed from the ground up to avoid confusing novice users The result is default settings that restrict flexibility interminable wizards that turn 2 step tasks into 12

step sagas and the hiding of powerful and useful programs behind layers of menus and dialog boxes To unleash the potential of Windows Vista you need a different approach that blows away Vista s novice features and scorns the standard way of doing things This book goes beyond the standard issue techniques sanctioned by Microsoft and parroted in other Windows Vista books Instead this book offers shortcuts for boosting your productivity customizations for making Windows Vista work the way you do workarounds for known Windows Vista problems and warnings for avoiding Windows Vista pitfalls Along the way you ll learn about all kinds of insider details undocumented features powerful tools and background facts that help put everything into perspective Paul McFedries is the president of Logophilia Limited a technical writing company He has been working with computers for more than 30 years and has been using Microsoft Windows since version 1 Paul has written more than 50 books that have sold more than 3 million copies worldwide Learn what s new in Windows Vista Service Pack 1 Customize Windows Vista startup Troubleshoot software and hardware problems Tune Windows Vista s performance Automate Windows Vista with powerful and flexible scripts Implement Internet security and privacy features Configure and administer a small network Get the most out of Control Panel group policies the Registry Device Manager and other powerful tools Set up a complete maintenance program to keep Windows Vista running smoothly Discover a complete list of Windows Vista shortcut keys a detailed look at the Command Prompt and a batch file primer Master the new desktop search engine and learn how to group stack and filter files Understand and work with Windows Vista s User Account Control security feature Get the most out of your Tablet PC Take advantage of new Internet features such as RSS feeds multiple home pages and tabbed browsing Category Microsoft Operating Systems Covers Microsoft Windows Vista User Level Intermediate Advanced     **Forthcoming Books** Rose Army,1996-06

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