

A Quick Microsoft Access 2007 Tutorial

By Charles W. Neville, © Charles W. Neville, with modification by Leith Chan, Vicky Wong and Steven Lu

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This tutorial is intended for students who need a quick introduction to Microsoft Access, but it will be useful to anyone needing such an introduction. To get the full benefit of this tutorial, you will need a computer with 500 megahertz (MHz) processor or higher and running one of Microsoft Windows XP with Service Pack (SP) 2, Windows Server 2003 with SP1, or later operating system. You will also need at least 1.5 gigabyte (GB) hard disk space to have Microsoft Access 2007 installed (a portion of this disk space will be freed after installation if the original download package is removed from the hard drive).

Microsoft Access 2007 provides a library of prebuilt database solutions to get you started quickly



Introduction

Though Microsoft Access is NOT synonymous with database systems; there are more copies of Microsoft Access in use than any other database system. It therefore behooves computer science students to be at least superficially familiar with MS Access. This tutorial will guide you through some of the basic point-and-click stuff, and will even show you how to issue complex SQL (Structured Query Language) queries. You will open the Northwind Microsoft sample database and query it in various ways. This is a HANDS-ON tutorial; it gives you step-by-step directions for carrying out simple tasks in Access. As you read, you should have a copy of the Northwind database open in Microsoft Access 2007, and you should carry out the tasks yourself, exactly as directed.

First, a few words about what Microsoft Access 2007 is and isn't. People who don't really understand what a relational database system is, and people who don't actually understand what Microsoft Access 2007 is, will

Microsoft Access 2007 Beginners Guide

Jeff Conrad, John L. Viescas



Microsoft Access 2007 Beginners Guide:

Access 2013 Absolute Beginner's Guide Alison Balter, 2013-04-18 Make the most of Access 2013 without becoming a technical expert This book is the fastest way to master Access and use it to build powerful useful databases of all kinds even web application databases Even if you've never used Access before you'll learn how to do what you want one incredibly clear and easy step at a time Access has never ever been this simple Who knew how simple Access 2013 could be This is the easiest most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program simple reliable instructions for doing everything you really want to do Here's a small sample of what you'll learn Create tables to efficiently store and navigate your data Build queries that retrieve exactly the information you want Design intuitive forms that help your users work more efficiently Build reports that answer key questions intuitively and visually Learn easy techniques for designing more reliable databases Work faster with AutoForms AutoReports and other shortcuts Automate repetitive tasks and build more polished databases with macros Share Access data with Excel SQL Server and other applications Solve complex problems with advanced query form and reporting techniques Build modern web databases that serve users through browsers Run your database on the cloud through Microsoft Office 365 Construct a complete database application from start to finish And much more Alison Balter President of InfoTech Services Group Inc has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco Shell Accenture Northrop the U S Drug Enforcement Administration Prudential Transamerica Fox Broadcasting and the U S Navy She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson including Microsoft Access 2010 LiveLessons and Alison Balter's Mastering Access 2007 Development She is past president of the Independent Computer Consultants Association of Los Angeles Category Databases Covers Microsoft Access 2013 User Level Beginning **The Unofficial Guide to Microsoft Office Access 2007** Jim Keogh, 2008-02-11 The inside scoop for when you want more than the official line Microsoft Access 2007 may be a major new update but to use it with confidence you'll need to know its quirks and shortcuts Find out what the manual doesn't always tell you in this insider's guide to using Access 2007 in the real world What's the best way to use the new features What are intelligent forms From setting up tables to encrypting databases first get the official way then the best way from an expert Unbiased coverage of how to get the most out of Access from using the Quick Launch Toolbar and Office Button to building a database from scratch Savvy real world advice on everything from using form views PivotTables and PivotCharts to writing questions in the form of a query Time saving techniques and practical guidance on creating smart macros collaborating with others using SharePoint r and adding pizzazz to reports Tips and hacks that help you work around Access quirks avoid pitfalls and increase your productivity Sidebars and tables on sorting rules for special characters predefined sizes for number data types and more **Absolute Beginner's Guide to Computer Basics** Michael Miller, 2010 Everything casual users need to know to get the most out of their

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Introduction to Computer Application (as per NEP-UP, for B.Com, Sem I) Ashok Arora, *Excel with Information and Communications Technology* J. B. Dixit, Saurabh Gupta, 2010

Microsoft Access 2007 Beginners Guide: Bestsellers in 2023 The year 2023 has witnessed a remarkable surge in literary brilliance, with numerous engrossing novels captivating the hearts of readers worldwide. Lets delve into the realm of top-selling books, exploring the engaging narratives that have charmed audiences this year. The Must-Read : Colleen Hoover's "It Ends with Us" This poignant tale of love, loss, and resilience has captivated readers with its raw and emotional exploration of domestic abuse. Hoover skillfully weaves a story of hope and healing, reminding us that even in the darkest of times, the human spirit can prevail. Uncover the Best : Taylor Jenkins Reids "The Seven Husbands of Evelyn Hugo" This captivating historical fiction novel unravels the life of Evelyn Hugo, a Hollywood icon who defies expectations and societal norms to pursue her dreams. Reids captivating storytelling and compelling characters transport readers to a bygone era, immersing them in a world of glamour, ambition, and self-discovery. Discover the Magic : Delia Owens "Where the Crawdads Sing" This mesmerizing coming-of-age story follows Kya Clark, a young woman who grows up alone in the marshes of North Carolina. Owens weaves a tale of resilience, survival, and the transformative power of nature, entrancing readers with its evocative prose and mesmerizing setting. These top-selling novels represent just a fraction of the literary treasures that have emerged in 2023. Whether you seek tales of romance, adventure, or personal growth, the world of literature offers an abundance of captivating stories waiting to be discovered. The novel begins with Richard Papen, a bright but troubled young man, arriving at Hampden College. Richard is immediately drawn to the group of students who call themselves the Classics Club. The club is led by Henry Winter, a brilliant and charismatic young man. Henry is obsessed with Greek mythology and philosophy, and he quickly draws Richard into his world. The other members of the Classics Club are equally as fascinating. Bunny Corcoran is a wealthy and spoiled young man who is always looking for a good time. Charles Tavis is a quiet and reserved young man who is deeply in love with Henry. Camilla Macaulay is a beautiful and intelligent young woman who is drawn to the power and danger of the Classics Club. The students are all deeply in love with Morrow, and they are willing to do anything to please him. Morrow is a complex and mysterious figure, and he seems to be manipulating the students for his own purposes. As the students become more involved with Morrow, they begin to commit increasingly dangerous acts. The Secret History is an exceptional and thrilling novel that will keep you speculating until the very end. The novel is a warning tale about the dangers of obsession and the power of evil.

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