

Ms Access 2007 User Guide

Manjeet Jauhar, Dorothy Fanthome



Ms Access 2007 User Guide:

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.

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.

Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we 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 to 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 that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User s Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may 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 experienced power users 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 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 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 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

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flexibilities brought about by run time reconfiguration and network on chip it represents a complete source of the techniques and applications for reconfigurable network on chip necessary for understanding of future of this field *From Global Policy to Local Reality at a World Heritage Site* Daniela Niemeier, 2019-03-27 This paper examines existing challenges to the implementation of global United Nations policy guidelines on issues of outreach and adult education as contained in the Convention on Biological Diversity CBD on the local level using the Laughing Bird Caye National Park a World Heritage Site co managed by the Friends of Nature organization as an example For this analysis of conservational and educational issues central categories such as livelihood empowerment community participation and community education which are included in the new paradigm of protected areas management compose the contextual backbone of the research By use of Niklas Luhmann s system theory a dimensional theoretic embedding allows for the determination of communication processes between organizations of different levels and shapes In the Caribbean region examined the offshore reef and also the livelihood of the inhabitants of the coastal area are threatened Information on local living conditions in social and economic terms as well as their impact on and interactions with the natural environment is provided The cross cutting issues covered by the framework of the CBD as listed under Article 13 target Communication Education and Public Awareness CEPA The case analysed in this paper is schematically positioned according to its provisions in terms of space and habitats as pertaining to programmatic domains of the CBD A multi level analysis of the systemic interrelation between global policy and local reality is conducted Problems that hinder conservationally sound and time efficient communication processes are identified by means of a case study on the local organization and found to be primarily caused by insufficient management Further obstructive influences from the national and global levels are identified And include a lack of coordination and collaboration Findings of the thesis indicate a need for increased networking and more transparency regarding decision making these are strongly recommended for better practices on site and improvements for systemic communication development and information exchange worldwide **Microsoft Access 2016 Training Manual Classroom in a Book**

TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The

Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Using Program Flow with Macros 4 Creating Autoexec Macros 5 Creating Data Macros 6 Editing Named Data Macros 7 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling 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 2016 Only

Information Security: Federal Agencies Have Taken Steps to Secure Wireless Networks, but Further Actions Can Mitigate Risk Gregory C. Wilshusen, 2011-08 Over the past several years federal agencies have rapidly adopted the use of wireless networks WN for their info systems This report 1 identifies leading practices and state of the art technologies for deploying and monitoring secure WN and 2 assesses agency efforts to secure WN incl their vulnerability to attack To do so the auditor reviewed publications and interviewed experts in wireless security He also interviewed agency officials on wireless security at 24 major federal agencies and conducted additional testing at 5 agencies This report identifies a range of leading security practices for deploying and monitoring secure WN and technologies that can help secure these networks Illus This is a print on demand report *Best Practices in Access Services* Lori L. Driscoll, W. Bede

Mitchell,2014-06-11 Access Services departments in libraries have become highly complex organizations responsible for a broad range of functions often including circulation reserves interlibrary lending and borrowing document delivery stacks maintenance building security photocopying and providing general patron assistance This book offers effective solutions to familiar problems fresh ideas for responding to patron needs and informed speculation on new trends and issues facing access services departments This book was originally published as a special issue of the Journal of Access Services

Encyclopedia of Case Study Research Albert J. Mills,Gabrielle Durepos,Elden Wiebe,2009-10-21 Case study research has a long history within the natural sciences social sciences and humanities dating back to the early 1920 s At first it was a useful way for researchers to make valid inferences from events outside the laboratory in ways consistent with the rigorous practices of investigation inside the lab Over time case study approaches garnered interest in multiple disciplines as scholars studied phenomena in context Despite widespread use case study research has received little attention among the literature on research strategies The Encyclopedia of Case Study Research provides a compendium on the important methodological issues in conducting case study research and explores both the strengths and weaknesses of different paradigmatic approaches These two volumes focus on the distinctive characteristics of case study research and its place within and alongside other research methodologies Key Features Presents a definition of case study research that can be used in different fields of study Describes case study as a research strategy rather than as a single tool for decision making and inquiry Guides rather than dictates readers understanding and applications of case study research Includes a critical summary in each entry which raises additional matters for reflection Makes case study relevant to researchers at various stages of their careers across philosophic divides and throughout diverse disciplines Key Themes Academic Disciplines Case Study Research Design Conceptual Issues Data Analysis Data Collection Methodological Approaches Theoretical Traditions Theory Development and Contributions From Case Study Research Types of Case Study Research **Access 2007 for**

Starters: The Missing Manual 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 *Access 2013: The Missing Manual* Matthew MacDonald,2013-04-11 Unlock the secrets of Access 2013 and discover how to use your data in creative ways With this book s easy step by step instructions you ll learn how to build and maintain a full featured database and even turn it into a web app You also get tips and practices from the pros for good database design ideal whether you re using Access for business school or at home The important stuff you need to know Build a database with ease Organize and update lists documents catalogs and other types of information Create your own web app Let your whole team work on a database in the cloud Share your database on a network Link your Access database to SQL Server or SharePoint Customize the interface Make data entry a breeze by building your own templates Find what you need fast Search sort and summarize huge amounts of data in minutes Put your info to use Turn raw info into well formatted printed reports Dive into Access programming Automate complex tasks and solve common challenges

Microsoft Office Access 2007: The Complete Reference Virginia Andersen,2007-02-14 The Ultimate Microsoft Office Access 2007 Resource Build a highly responsive a database so you can track report and share information and make more informed decisions This comprehensive resource shows you how to design and develop custom Access 2007 databases even if you have little or no programming experience You ll learn to collect data from a variety of sources share it securely with others and integrate it with other Office applications Filled with detailed easy to follow instructions Microsoft Office Access 2007 The Complete Reference shows you how to take full advantage of all the new features including the new ribbon user interface and navigation pane new field types and more Create a reliable and versatile information management solution with help from this all inclusive guide As a bonus you can gain hands on experience by following along with the book s sample databases on the CD ROM Customize the user interface to suit your preferences Use the built in database templates or design your own Create modify and relate tables Enter and edit data Write advanced queries to extract and manipulate information Create customized forms and reports Improve performance and back up your database Develop macros to carry out automated responses to user actions Import link and export data Enable a multiple user environment Secure your database

VLSI 2010 Annual Symposium Nikolaos Voros,Amar Mukherjee,Nicolas Sklavos,Konstantinos Masselos,Michael Huebner,2011-09-08 VLSI 2010 Annual Symposium will present extended versions of the best papers presented in ISVLSI 2010 conference The areas covered by the papers will include among others Emerging Trends in VLSI Nanoelectronics Molecular Biological and Quantum Computing MEMS VLSI Circuits and Systems Field programmable and Reconfigurable Systems System Level Design System on a Chip Design Application Specific Low Power VLSI System Design System Issues in Complexity Low Power Heat Dissipation Power Awareness in VLSI Design Test and Verification Mixed Signal Design and Analysis Electrical Packaging Co Design Physical Design Intellectual property creating and sharing

Cognitive Radio Networking and Security K. J. Ray Liu, Beibei Wang, 2010-10-28 With the rapid growth of new wireless devices and applications over the past decade the demand for wireless radio spectrum is increasing relentlessly The development of cognitive radio networking provides a framework for making the best possible use of limited spectrum resources and it is revolutionising the telecommunications industry This book presents the fundamentals of designing implementing and deploying cognitive radio communication and networking systems Uniquely it focuses on game theory and its applications to various aspects of cognitive networking It covers in detail the core aspects of cognitive radio including cooperation situational awareness learning and security mechanisms and strategies In addition it provides novel state of the art concepts and recent results This is an ideal reference for researchers students and professionals in industry who need to learn the applications of game theory to cognitive networking

Microsoft Access 2019 and 365 Training Manual Classroom in a Book TeachUcomp, 2021-08-11 Complete classroom training manual for Microsoft Access 2019 and 365 Includes 189 pages and 108 individual topics Includes practice exercises and keyboard shortcuts You will learn about creating relational databases from scratch using fields field properties joining and indexing tables queries forms controls subforms reports charting macros switchboard and navigation forms and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running a Query 6 SQL View 7 Sorting Query Results 8 Hiding Fields in a Result Set 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the Between And Condition 2 Using Wildcard Characters in Queries 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Aggregate Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 Removing Duplicate Records from a Table 8 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating Forms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Grid 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying

Form Sections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls to Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls List 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform or Subreport Control Reports 1 Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling 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

The Enigmatic Realm of **Ms Access 2007 User Guide**: Unleashing the Language is Inner Magic

In a fast-paced digital era where connections and knowledge intertwine, the enigmatic realm of language reveals its inherent magic. Its capacity to stir emotions, ignite contemplation, and catalyze profound transformations is nothing in short supply of extraordinary. Within the captivating pages of **Ms Access 2007 User Guide** a literary masterpiece penned by a renowned author, readers embark on a transformative journey, unlocking the secrets and untapped potential embedded within each word. In this evaluation, we shall explore the book's core themes, assess its distinct writing style, and delve into its lasting impact on the hearts and minds of people who partake in its reading experience.

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Table of Contents Ms Access 2007 User Guide

1. Understanding the eBook Ms Access 2007 User Guide
 - The Rise of Digital Reading Ms Access 2007 User Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Access 2007 User Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Access 2007 User Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Access 2007 User Guide
 - Personalized Recommendations
 - Ms Access 2007 User Guide User Reviews and Ratings

- Ms Access 2007 User Guide and Bestseller Lists
- 5. Accessing Ms Access 2007 User Guide Free and Paid eBooks
 - Ms Access 2007 User Guide Public Domain eBooks
 - Ms Access 2007 User Guide eBook Subscription Services
 - Ms Access 2007 User Guide Budget-Friendly Options
- 6. Navigating Ms Access 2007 User Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Access 2007 User Guide Compatibility with Devices
 - Ms Access 2007 User Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Access 2007 User Guide
 - Highlighting and Note-Taking Ms Access 2007 User Guide
 - Interactive Elements Ms Access 2007 User Guide
- 8. Staying Engaged with Ms Access 2007 User Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Access 2007 User Guide
- 9. Balancing eBooks and Physical Books Ms Access 2007 User Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Access 2007 User Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Ms Access 2007 User Guide
 - Setting Reading Goals Ms Access 2007 User Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Ms Access 2007 User Guide
 - Fact-Checking eBook Content of Ms Access 2007 User Guide
 - Distinguishing Credible Sources

13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

Ms Access 2007 User Guide Introduction

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