

Access Beginner 1



Richard Rost
Microsoft MVP, 2011-2012

The beginner's guide
to getting started with
Microsoft Access
database design



Microsoft Access Tutorial Manual

Ying-Ying Zheng



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crucial aspects of the exam The guide demonstrates how to design forms and configure their controls apply formatting and set properties for efficient data entry Similarly report creation focuses on grouping sorting and inserting key elements like charts and page numbers The guide also emphasizes maintaining data integrity through validation rules as well as importing and exporting data to and from external sources like Excel This study guide equips candidates with the skills needed to confidently sit for and pass the MOS 77 730 exam

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