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Database models developed by a team of leading Microsoft Access MVPs that provide ready-to-use solutions for sales, marketing, customer management and other key business activities for most small businesses. As the most popular relational database in the world, Microsoft Access is widely used by small business owners. This book responds to the growing need for resources that help business managers and end users design and build effective Access database solutions for specific business functions. Coverage includes: Elements of a Microsoft Access Database Relational Data Model Dealing with Customers and Customer Data Customer Relationship Management Database Solutions Marketing Database Solutions Sales Database Solutions Producing and Tracking the Goods & Services Production and Manufacturing Database Solutions Inventory

Management Database Solutions Services Database Solutions Tracking and Analyzing Financial Data 1 Accounting Systems: Requirements and Design Database Solutions Accounting: Budgeting, Analysis, and Reporting Database Solutions Managing Memberships Implementing the Models SQL Server and Other External Data Sources With this valuable guide and CD-ROM, you'll be on your way to implementing database solutions in no time Database programs reliably post robust sales in the PC marketplace; in 1992, database installations reached more than 5 million units worldwide. This new book covers the database market for Windows. Targeted at beginning to intermediate database users, it presents and examines scenarios for setting up databases and accessing and analyzing data. (Database Management) The soup-to-nuts guide on all things SQL! SQL, or structured query language, is the international standard language for creating and maintaining relational databases. It is the basis of all major databases in use today and is essential for the storage and retrieval of database information. This fun and friendly guide takes SQL and all its related topics and breaks it down into easily digestible pieces for you to understand. You'll get the goods on relational database design, development, and maintenance, enabling you to start working with SQL right away! Provides an overview of the SQL language and examines how it is integral for the storage and retrieval of database information Includes updates to SQL standards as well as any new features Explores SQL concepts, relational database development, SQL queries, data security, database tuning, and more Addresses the relationship between SQL and programming as well as SQL and XML If you're looking for an up-to-date sequel to the bestselling first edition of SQL All-in-One For Dummies, then this is the book for you! A comprehensive guide to programming for Access 2010 and 2007 Millions of people use the Access database applications, and hundreds of thousands of developers work with Access daily. Access 2010 brings better integration with SQL Server and enhanced XML support; this Wrox guide shows developers how to take advantage of these and other improvements. With in-depth coverage of VBA, macros, and other programming methods for building Access applications, this book also provides real-world code examples to demonstrate each topic. Access 2010 Programmer's Reference is a comprehensive guide to the best-of-breed techniques for programming Access applications. Coverage Includes: Introduction to Microsoft Access 2010 New Features Upgrading and Converting to Access 2010 Macros in Access 2010 Using the VBA Editor VBA Basics Using VBA in Access Creating Classes in VBA Extending VBA with APIs Working with the Windows Registry Using DAO to Access Data Using ADO to Access Data Using SQL with VBA Using VBA to Enhance Forms Enhancing Reports with VBA Customizing the Ribbon Customizing the Office Backstage Working with Office 2010 Working with SharePoint Working with .NET Building Client-Server Applications with Access The Access 2010 Templates Access Runtime Deployment Database Security Access 2010 Security Features Conquer Microsoft Access 2013—from the inside out! You're beyond the basics, so dive right into Access 2013—and use your skills to create sophisticated database apps! This supremely organized reference packs hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2013—and challenge yourself to new levels of mastery. Build an Access Services web app with Microsoft SharePoint Server Automate your Access web app with data macros Create tables in your Access web app using built-in templates Aggregate and display your web app data using totals queries Use the Autocomplete control to quickly search for related data Create a Summary view to consolidate and group information Display related data on your views with the Related Items control Package your web app for use by others in your organization Plus—download chapters on building desktop databases For Intermediate and Advanced Users and Database Designers Learn Microsoft Access by building a powerful database application from start to finish. Microsoft Access ships with every version of Office, from Office 2019 to Office 365 Home and Personal editions. Most people understand the value of having a reliable contact database, but few realize that Access can be an incredibly valuable data tool and an excellent gateway for learning database development. Introducing Microsoft Access Using Macro Programming Techniques approaches database development from a practical and experiential standpoint. You will learn important data concepts as you journey through each step of creating a database using Access. The example you will build takes advantage of a massive amount of data from an external source of nutritional data (USDA). You will leverage this freely available repository of information in multiple ways, putting Access to the test in creating powerful business solutions that you can then apply to your own data sets. The tables and records in this database will be used to demonstrate key relational principles in Access, including how to use the relationship window to understand the relationships between tables and how to create different objects such as queries, forms, reports, and macros. Using this approach, you will learn how desktop database development can be a powerful solution to meet your business needs. What You Will Learn Discover the relational database and how it is different from other databases Create database tables and establish relationships between them to create a solid relational database system Understand the concept and importance of referential integrity (RI) in data and databases Use different types of Access queries to extract the information you need from the database Show database information in individual, customized windows using Access Forms Present insightful information about the database using Access Reports Automate your database solutions with macros Who This Book Is For Anyone who wants to learn how to build a database using Microsoft Access to create customized solutions. It is also useful for those working in IT managing large contact data sets (healthcare, retail, etc.) who need to learn the basics in order to create a professional database solution. Readers should have access to some version of Microsoft Access in order to perform the exercises in this book. This book is suitable for readers already familiar with the Excel user interface and introduces programming concepts via numerous multi-step, practical exercises. More advanced topics are introduced via custom projects. Covers recording and editing a macro and writing VBA code through working with XML documents and using ASP to display data on the Web. Microsoft Excel 2013 Programming by Example with VBA, XML and ASP is a practical how-to book on Excel programming, suitable for readers already familiar with the Excel user interface. The book introduces programming concepts via numerous multi-step, illustrated, hands-on exercises. More advanced topics are introduced via custom projects. From recording and editing a macro and writing VBA code to working with XML documents and using classic ASP to access and display data on the Web, this book takes you on a programming journey that will change the way you work with Excel. Completely updated for Excel 2010, this book provides information on performing automatic operations on files, folders, and other Microsoft Office applications. It also covers proper use of event procedures, testing and debugging, and programming advanced Excel features such as PivotTables, PivotCharts, and SmartTags. The chapters are loaded with illustrated hands-on projects and exercises that tell you exactly where to enter code, how to debug it, and then run it. Each exercise/project step is clearly explained as it is performed. Features: Explores in great detail the latest version of Excel and all of its features. Covers recording and editing a macro and writing VBA code through working with XL documents and using ASP to display data on the Web. Covers Office Web Apps. DATA ANALYSIS WITH MICROSOFT ACCESS 2010 is an introduction to Access with an emphasis on topics relevant to data analysis. The goal is to help the analyst gain a true understanding of data and the information it contains. Access queries are covered in detail, both in terms of the mechanics of their design, and how they can be used for typical data analysis tasks. The book is written in an easy-to-understand tutorial style, with new topics introduced in a logical and intuitive sequence. Numerous screenshots are included, so you won't need to sit with a computer as you read the book. The author also broadens the concept of data analysis to encompass business intelligence (BI) topics, including valuable material on how to use Access and Excel pivot tables. Additional features include See the SQL sidebars that allow interested readers to learn SQL as they are learning Access, and Focus on Analysis sidebars that provide details on a number of useful quantitative topics. A companion website has a sample database that correlates with the BI material in the book. In short, this is the only book you'll need to gain a working knowledge of Access, and how it can be used for data analysis. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Get fully functional database samples and table designs for four of the most common Microsoft Access database types—and use them as templates to create your own Access solutions. Database expert and Microsoft MVP John L. Viescas provides the detailed guidance you need to customize your own solutions from these application types: Membership Tracking Inventory Management Customer Support Reservations Management For each type, you'll walk through typical usage scenarios, design considerations, and common pitfalls. You'll examine the logic behind each application's table design, and learn how to adapt it for your own Access solution. Get expert insights and examples to help you: Learn specific design techniques to improve your table structures Build forms with an attractive, intuitive, and easy-to-use interface Create queries, forms, and reports specific to each application type Design for client/server from the start?and share data more efficiently Apply best practices to help your application run more smoothly Avoid the 10 most common design problems—and deliver more robust solutions! Note: This book covers Microsoft Office Access 2003, Access

2002, and Access 2000 CD includes database samples and a fully searchable eBook. Use the sample databases on CD to model your own solutions for: Membership Tracking: Enter, track, and manage member information and communications. Inventory Management: Track and manage stock and create purchase orders, invoices, and packing lists. Customer Support: Track contacts, enter customer details, identify follow-up items, and create reminders. Reservations Management: Manage course registrations, car rentals, room reservations, and more. A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. For those customers purchasing one of the digital formats in which this book is available, we are pleased to offer the CD/DVD content as a free download via O'Reilly Media's Digital Distribution services. To download this content, please visit O'Reilly's web site, search for the title of this book to find its catalog page, and click on the link below the cover image (Examples, Companion Content, or Practice Files). Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. Please direct any questions or concerns to [booktech@oreilly.com](mailto:booktech@oreilly.com).

**PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL**, Twelfth Annual Edition, helps you apply the Access database management system and Excel spreadsheet to effectively analyze and solve real-world business problems. Six individual tutorials build a practical knowledge of each software application's capabilities, while 12 all-new case studies present scenarios and problems common in business. Further, a skill-building integration feature requires readers to use Access and Excel together on cases, making this the most up-to-date, practical guide for these widely used software programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Updated for Access 2019 and based on the bestselling editions from previous versions, **Microsoft Access 2019 Programming by Example with VBA, XML and ASP** is a practical, how-to book on Access programming, suitable for readers already proficient with the Access user interface (UI). If you are looking to automate Access routine tasks, this book will progressively introduce you to programming concepts via numerous illustrated hands-on exercises. More advanced topics are demonstrated via custom projects. With concise and straightforward explanations, you learn how to write and test your programming code with the built-in Visual Basic Editor; understand and use common VBA programming structures such as conditions, loops, arrays, and collections; code a "message box"; reprogram characteristics of a database; and use various techniques to query and manipulate your Access .mdb and .accdb databases. The book shows you how you can build database solutions with Data Access Objects (DAO) and ActiveX Data Objects (ADO); define database objects and manage database security with SQL; enhance and alter the way users interact with database applications with Ribbon customizations and event programming in forms and reports. You also learn how to program Microsoft Access databases for Internet access with Active Server Pages (Classic ASP), HTML, and XML. Features: Contains over thirty chapters loaded with illustrated "Hands-On" exercises and projects that guide you through the VBA programming language. Each example tells you exactly where to enter code and how to test it and then run it. Includes a companion disc with source code, supplemental files, and color screen captures (also available from the publisher for download) Explains how to store data for further manipulation in variables, arrays, and collections while teaching you to write both simple and complex VBA programming routines and functions. Teaches you how to programmatically create and access database tables and fields. Shows you how to insert, update, and delete data via programming code using various data access techniques. Gets you proficient creating and running simple and parameterized queries against your Access databases. Gets you comfortable using external data sources with Access (Excel, Word, flat files, XML, and SQL Server). Teaches you how to take control of your forms and reports by writing programming code known as event procedures. Shows you how to use various types of macros and templates. Takes your programming skills to the Web by introducing you to dynamic XML and Classic ASP pages. **ON THE DISC!** (Files are also available by emailing proof of purchase to the publisher at [info@merclearning.com](mailto:info@merclearning.com)) All source code and supplemental files for the Hands-On exercises and custom projects All images from the text (including 4-color screenshots) Easy steps to practical databases People who really know how to build, populate, and simplify databases are few and far between. **Access 2019 For Dummies** is here to help you join the ranks of office heroes who possess these precious skills. This book offers clear and simple advice on how to build and operate databases as well as create simple forms, import data from outside sources, query databases for information, and share knowledge in reports. In short, it's the book that holds all the secrets behind the mysteries of Access! Build effective databases from the ground up Simplify your data entry with forms and tables Write queries that produce answers to your data questions Simplify input with forms There's no time like the present to get your hands on the insight that database beginners need to become Access gurus. The all-in-one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out, the nine minibooks in this easy-access reference are exactly what you need. Read the book cover to cover, or jump into any of the minibooks for the instruction and topics you need most. Learn how to connect Access to SQL Server, manipulate your data locally, use nifty new features from Office 2010 such as the enhanced Ribbon, create queries and macros like a champ, and much more. From the basics to advanced functions, it's what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Microsoft Access 2010, the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design, tables, queries, forms, reports, macros, database administration, securing data, programming with Visual Basic for Applications (VBA), and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide contains everything you need to start power-using Access 2010! A hands-on beginner's guide to designing relational databases and managing data using Microsoft Access Relational databases represent one of the most enduring and pervasive forms of information technology. Yet most texts covering relational database design assume an extensive, sophisticated computer science background. There are texts on relational database software tools like Microsoft Access that assume less background, but they focus primarily on details of the user interface, with inadequate coverage of the underlying design issues of how to structure databases. Growing out of Professor Jonathan Eckstein's twenty years' experience teaching courses on management information systems (MIS) at Rutgers Business School, this book fills this gap in the literature by providing a rigorous introduction to relational databases for readers without prior computer science or programming experience. **Relational Database Design for Business, with Microsoft Access** helps readers to quickly develop a thorough, practical understanding of relational database design. It takes a step-by-step, real-world approach, using application examples from business and finance every step the way. As a result, readers learn to think concretely about database design and how to address issues that commonly arise when developing and manipulating relational databases. By the time they finish the final chapter, students will have the knowledge and skills needed to build relational databases with dozens of tables. They will also be able to build complete Microsoft Access applications around such databases. This text: Takes a hands-on approach using numerous real-world examples drawn from the worlds of business, finance, and more Gets readers up and running, fast, with the skills they need to use and develop relational databases with Microsoft Access Moves swiftly from conceptual fundamentals to advanced design techniques Leads readers step-by-step through data management and design, relational database theory, multiple tables and the possible relationships between them, Microsoft Access features such as forms and navigation, formulating queries in SQL, and normalization **Introductory Relational Database Design for Business, with Microsoft Access** is the definitive guide for undergraduate and graduate students in business, finance, and data analysis without prior experience in database design. While Microsoft Access is its primary "hands-on" learning vehicle, most of the skills in this text are transferrable to other relational database software such as MySQL. You're beyond the basics, so dive right in and really put your database skills to work! This supremely organized reference is packed with hundreds of timesaving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts tackle Access 2010 -- and challenge yourself to new levels of mastery! Master essential data management and design techniques Import and link to data from spreadsheets, databases, text files, and other sources Use action queries to quickly insert, update, or delete entire sets of data Create custom forms to capture and display data Design reports to calculate, summarize, and highlight critical data--and learn advanced techniques Automate your application with macros and Visual Basic for Applications (VBA) Use Access Services to extend your database application to the Web Try out the sample client and web database applications in both 32-bit and 64-bit versions A Note Regarding the CD or DVD The print version of this book ships with a CD or DVD. The sample client and web database applications are provided in both 32-bit and 64-bit versions. Note that while we provide as much of the media content as we are able via free download, we are sometimes limited by licensing restrictions. For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. This book unlocks the power

of Structured Query Language in Microsoft Access. It guides the reader through step-by-step realistic examples of creating databases in Microsoft Access, using SQL script to create table, adding records to tables and retrieving and managing records. You're beyond the basics, so dive right in and customize, automate, and extend Access—using Visual Basic for Applications (VBA). This supremely organized reference is packed with hundreds of time-saving solutions, troubleshooting tips, and workarounds. It's all muscle and no fluff. Discover how the experts use VBA to exploit the power of Access—and challenge yourself to new levels of mastery! Enhance your application with VBA built-in functions and SQL code Use the Access Object Model to work with data in forms and reports Manipulate data using SQL, queries, and recordsets with Data Access Objects (DAO) Create classes for handling form and control events Connect your Access database to different sources of data Effectively plan how to upsize an existing Access database to Microsoft SQL Server Dynamically update Microsoft Excel spreadsheets from the database Migrate your Access database directly to the cloud using SQL Azure Advance your everyday proficiency with Access 2019. And earn the credential that proves it! Demonstrate your expertise with Microsoft Access! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 2019 certification, this official Study Guide delivers: In-depth preparation for each MOS objective Detailed procedures to help build the skills measured by the exam Hands-on tasks to practice what you've learned Practice files and sample solutions Sharpen the skills measured by these objectives: Create and manage databases Build tables Create queries Create forms Create reports About MOS A Microsoft Office Specialist (MOS) certification validates your proficiency with Microsoft Office programs, demonstrating that you can meet globally recognized performance standards. Hands-on experience with the technology is required to successfully pass Microsoft Certification exams. Updated for Excel 2016 and based on the bestselling editions from previous versions, Microsoft Excel 2016 Programming by Example with VBA, XML and ASP is a practical, how-to book on Excel programming, suitable for readers already proficient with the Excel user interface (UI). If you are looking to automate Excel routine tasks, this book will progressively introduce you to programming concepts via numerous, illustrated, hands-on exercises. Includes a comprehensive disc with source code, supplemental files, and color screen captures (Also available from the publisher for download by writing to [info@merclearning.com](mailto:info@merclearning.com)). More advanced topics are demonstrated via custom projects. From recording and editing a macro and writing VBA code to working with XML documents and using Classic ASP pages to access and display data on the Web, this book takes you on a programming journey that will change the way you work with Excel. The book provides information on performing automatic operations on files, folders, and other Microsoft Office applications. It also covers proper use of event procedures, testing and debugging, and guides you through programming advanced Excel features such as PivotTables, PivotCharts, and the Ribbon interface. Features: •Contains 28 chapters loaded with illustrated "Hands-On" exercises and projects that guide you through the VBA programming language. Each example tells you exactly where to enter code, how to test it and then run it. •Includes a comprehensive disc with source code, supplemental files, and color screen captures (Also available from the publisher for download by writing to [info@merclearning.com](mailto:info@merclearning.com)). •Takes you from introductory topics--including recording and editing macros, using variables, and constants, writing subroutines/functions, conditional statements, and various methods of coding loops to repeat actions--to intermediate and advanced topics that include working with collections, class modules, arrays, file and database access, custom forms, error handling and debugging. •Includes comprehensive coverage of native file handling in VBA, Windows Scripting Host (WSH), and low-level File Access. •Demonstrates how to interact with Microsoft Access databases using both ADO and DAO Object Libraries to access and manipulate data. •Includes chapters on programming charts, PivotTables, dialog boxes, custom forms, the Ribbon, Backstage View, context/shortcut menu customizations, as well as proper use of event procedures and callbacks. •Provides a quick Hands-On introduction to the data analysis and transformation process using the new Excel 2016 Get & Transform feature and the "M" language formulas. •Provides a practical coverage of using Web queries, HTML, XML, and VBScript in Classic ASP to retrieve and publish Excel data to the Web. On The Companion Files: •All source code and supplemental files for the Hands-On exercises and custom projects •All images from the text (including 4-color screenshots) What is this book about?Expert One-on-One Microsoft Access Application Development teaches Access developers best practices for building effective Access-based applications. The book is divided into three parts, each centered around a separate case application. The first shows best methods for building a relatively simple Access application using the developer's own data. The next section shows how to build a distributed application serving multiple clients and types of data. The chapters in this section cover each step in the application lifecycle " from gathering application requirements fro. Master database creation and management Access 2019 Bible is your, comprehensive reference to the world's most popular database management tool. With clear guidance toward everything from the basics to the advanced, this go-to reference helps you take advantage of everything Access 2019 has to offer. Whether you're new to Access or getting started with Access 2019, you'll find everything you need to know to create the database solution perfectly tailored to your needs, with expert guidance every step of the way. The companion website features all examples and databases used in the book, plus trial software and a special offer from Database Creations. Start from the beginning for a complete tutorial, or dip in and grab what you need when you need it. Access enables database novices and programmers to store, organize, view, analyze, and share data, as well as build powerful, integrable, custom database solutions — but databases can be complex, and difficult to navigate. This book helps you harness the power of the database with a solid understanding of their purpose, construction, and application. Understand database objects and design systems objects Build forms, create tables, manipulate datasheets, and add data validation Use Visual Basic automation and XML Data Access Page design Exchange data with other Office applications, including Word, Excel, and more From database fundamentals and terminology to XML and Web services, this book has everything you need to maximize Access 2019 and build the database you need. The second edition of this bestselling title is a perfect blend of theoretical knowledge and practical application. It progresses gradually from basic to advance concepts in database management systems, with numerous solved exercises to make learning easier and interesting. New to this edition are discussions on more commercial database management systems. A guide for Access power users and developers explains how to use the SQL server to configure MSDE, build stored procedures, convert applications, improve server security, and build Access interfaces. Readers discover all of the latest advancements in Microsoft Access 2016 with MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE -- the new edition in the acclaimed Shelly Cashman Series books. For more than three decades, the Shelly Cashman Series has effectively introduced computer skills to millions. MICROSOFT OFFICE 365 & ACCESS 2016: COMPREHENSIVE continues the Series' strong history of innovation with a proven learning approach enhanced to address the varied learning styles of today's learners. A trademark, step-by-step, screen-by-screen approach encourages readers to master all aspects of Microsoft Access 2016 through experimentation, critical thought, and personalization. This new edition delivers effective educational materials specifically designed to introduce key features, improve retention, and prepare readers for success in working with the advanced features in Microsoft Access 2016. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Microsoft Access is the essential tool when you need to combine different sets of information and generate summary reports from an information. It can also be an excellent choice when you need to deal with large text entries that don't display well in Microsoft Excel or other spreadsheet applications. This book is written for all learning levels (beginners, intermediate and advanced learners) as it explains to you all that you need to know about database management with step-by-step screenshot illustrations to aid easy comprehension. It will walk you through the basics of working in Microsoft Access with a focus on creating data tables and basic queries. If you've always wanted to learn Access and weren't quite sure how to get started, this book is the best for you. Whether you're using Access in the Office 365 suite or standalone Office product, you can use this guide to learn the key features and get more out of Access. In this book, you'll learn how to: Optimize database design for efficiency Create Tables to store data Use templates and get a head start Make queries to extract specific data Produce intelligible Forms for data entry Construct informative Reports quickly Import and export data to Excel and Word Securely share your well-designed database and reports Use basic shortcuts, tips & tricks ...and lots more Experience learning made easy—and quickly teach yourself how to build your own database with Access 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you them! Includes downloadable practice files and a companion eBook. Build a database from scratch or ready templates Create easy-to-use data-entry forms Write queries to extract and manipulate data Design reports to summarize data in effective ways Import data from other databases and documents Experience learning made easy—and quickly teach yourself how to create impressive documents with Word 2007. With Step By Step, you set the pace—building and

practicing the skills you need, just when you need them! Apply styles and themes to your document for a polished look Add graphics and text effects—and see a live preview Organize information with new SmartArt diagrams and charts Insert references, footnotes, indexes, a table of contents Send documents for review and manage revisions Turn your ideas into blogs, Web pages, and more Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Fully searchable eBook Bonus quick reference to the Ribbon, the new Microsoft Office interface Windows Vista Product Guide eBook—plus more resources and extras on CD For customers who purchase an ebook version of this title, instructions for downloading the CD files can be found in the ebook. Experience learning made easy—and quickly teach yourself how to build database solutions with Access 2010. With STEP BY STEP, you set the pace—building and practicing the skills you need, just when you need them! Topics include building an Access database from scratch or from templates; publishing your database to the Web; exchanging data with other databases and Microsoft Office documents; creating data-entry forms; using filters and queries; designing reports; using conditional formatting; preventing data corruption and unauthorized access; and other core topics. PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL, 13th Annual Edition, helps you effectively apply the Access database management system and Excel spreadsheet to analyze and solve real-world business problems. Six user-friendly tutorials build your practical knowledge as they walk you step-by-step through each software application's capabilities, while 12 all-new case studies present scenarios and problems common in today's business practice. In addition, a skill-building integration feature enables you to use Access and Excel together on cases, making this the most up-to-date, practical guide for these widely used software programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. SQL for Microsoft Access (2nd Edition) provides a guide to getting the most out of Microsoft Access through the use of Structured Query Language. Step-by-step examples demonstrate how to use SQL script to create tables, add records to tables, and retrieve and manage records. Readers will also learn about calculated fields, Access projects, and the integration of SQL script in VBA and ASP code. Explore the relational database structure and the basics of SQL. Understand how table joins, unions, and subqueries are used to retrieve records from multiple tables simultaneously. Learn how to filter records and group data. Discover how to create parameter queries that prompt users for data. Test your knowledge and comprehension with the end-of-chapter quizzes and projects. A teach-yourself guide to using the Access macro language to take control of Access. The easy-to-follow lessons include clear objectives and real-world business examples so you can learn exactly what you need to know, at your own speed. Users learn to create macros and applications for themselves and their business units. The CD offers real-world samples to support each lesson. Explains how to use the database management program to create custom applications, share data between users, and integrate data with other Microsoft Office applications. Learn the simplest ways to get things done with Microsoft Access 2013 Get the full-color, visual guide that makes learning Microsoft Access 2013 plain and simple! Follow the book's easy steps and screenshots and clear, concise language to learn the simplest ways to build a database and sort information. Here's WHAT you'll learn: Build and manage your own database Apply professional designs across your databases Create presentations and publish reports online Secure your database with passwords and encryption Exchange data with other databases and documents Interact with your data easier using macros Here's HOW you'll learn it: Jump in wherever you need answers Follow easy STEPS and SCREENSHOTS to see exactly what to do Get handy TIPS for new techniques and shortcuts Use TRY THIS! Exercises to apply what you learn right away Get to grips with the complete range of Office 2019 applications, explore solutions to common challenges, and discover best practices for working productively Key Features Explore MS Office to enhance productivity and boost your professional development Get up and running with the new and improved features in Microsoft Office 2019 Discover how to overcome common challenges when working with Office 2019 applications Book Description Learn Microsoft Office 2019 provides a comprehensive introduction to the latest versions of Microsoft Word, Excel, PowerPoint, Access, and Outlook. With the help of illustrated explanations, this Microsoft Office book will take you through the updated Office 2019 applications and guide you through implementing them using practical examples. You'll start by exploring the Word 2019 interface and creating professional Word documents using elements such as citations and cover pages, tracking changes, and performing mail merge. You'll then learn how to create impressive PowerPoint presentations and advance to performing calculations and setting up workbooks in Excel 2019, along with discovering its data analysis features. Later chapters will focus on Access 2019, assisting you in everything from organizing a database to constructing advanced queries. You'll then get up to speed with Outlook, covering how to create and manage tasks, as well as how to handle your mail and contacts effortlessly. Finally, you'll find solutions to commonly encountered issues and best practices for streamlining various workplace tasks. By the end of this book, you'll have learned the essentials of Office business apps and be ready to work with them to boost your productivity. What you will learn Use PowerPoint 2019 effectively to create engaging presentations Gain working knowledge of Excel formulas and functions Collaborate using Word 2019 tools, and create and format tables and professional documents Organize emails, calendars, meetings, contacts, and tasks with Outlook 2019 Store information for reference, reporting, and analysis using Access 2019 Discover new functionalities such as Translator, Read Aloud, Scalable Vector Graphics (SVG), and data analysis tools that are useful for working professionals Who this book is for Whether you're just getting started or have used Microsoft Office before and are looking to develop your MS Office skills further, this book will help you to make the most of the different Office applications. Familiarity with the Office 2019 suite will be useful, but not mandatory. For programmers who prefer content to frills, this guide has succinct and straightforward information for putting Access to its full, individually tailored use. Teach the course YOU want in LESS TIME! In today's fast-moving, mobile environment, the GO! with Office 2016 series focuses on the job skills needed to succeed in the workforce. With job-related projects that put Microsoft Office® into context, students learn the how and why at the moment they need to know, all in the appropriate Microsoft procedural syntax. For Office 2016, the hallmark guided-practice to skill-mastery pathway is better than ever. Students have many opportunities to work live in Microsoft office to apply the skills they've learned. In addition, instructional projects are now available as grader projects in MyITLab, so students can work live in Office while receiving auto-graded feedback. These high-fidelity simulations match the text and provide an effective pathway for learning, practicing, and assessing their abilities. After completing the instructional projects, students can apply their skills with a variety of progressively challenging projects that require them to solve problems, think critically, and create on their own. New GO! Collaborate with Google projects allow students to apply their skills to a new environment that is already popular in many workplaces. Integrated Microsoft Office Specialist (MOS) objectives make GO! your one resource for learning Office, gaining critical productivity skills, and prepare for MOS certification. Also available with MyITLab MyITLab ® is an online homework, tutorial, and assessment program designed for Information Technology (IT) courses, to engage students and improve results. HTML5 Simulation exercises and Live-in-Application Grader projects come with the convenience of auto-grading and instant feedback, so students learn more quickly and effectively, and build the critical skills needed for college and career success. Digital badges allow students to showcase their Microsoft Office or Computer Concepts competencies, keeping them motivated and focused on their future careers. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information. Your all-access guide to all things Access 2016 If you don't know a relational database from an isolationist table—but still need to figure out how to organize and analyze your data—Access 2016 For Dummies is for you. Written in a friendly and accessible manner, it assumes no prior Access or database-building knowledge and walks you through the basics of creating tables to store your data, building forms that ease data entry, writing queries that pull real information from your data, and creating reports that back up your analysis. Add in a dash of humor and fun, and Access 2016 For Dummies is the only resource you'll need to go from data rookie to data pro! This expanded and updated edition of Access For Dummies covers all of the latest information and features to help data newcomers better understand Access' role in the world of data analysis and data science. Inside, you'll get a crash course on how databases work—and how to build one from the ground up. Plus, you'll find step-by-step guidance on how to structure data to make it useful, manipulate, edit, and import data into your database, write and execute queries to gain insight from your data, and report data in elegant ways. Speak the lingo of database builders and create databases that suit your needs Organize your data into tables and build forms that ease data entry Query your data to get answers right Create reports that tell the story of your data findings If you have little to no experience with creating and managing a database of any sort, Access 2016 For Dummies is the perfect starting point for learning the basics of

building databases, simplifying data entry and reporting, and improving your overall data skills. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Access 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Access! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 2016 certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Practice files and sample solutions

Sharpen the skills measured by these objectives:

- Create and manage databases
- Build tables
- Create queries
- Create forms
- Create reports

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