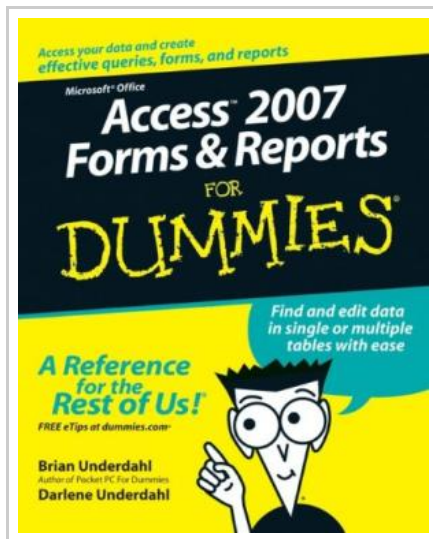




Access 2007 Forms and Reports For Dummies

By Brian Underdahl, Darlene Underdahl

John Wiley and Sons Ltd. Paperback. Book Condition: new. BRAND NEW, Access 2007 Forms and Reports For Dummies, Brian Underdahl, Darlene Underdahl, Do you have tons and tons of data on your computer but you're not quite sure how to make heads or tails of them-or even organize them? Are you using Access as spreadsheet rather than what it was really meant for? If you have trouble finding meaning in your data, then Access 2007 Forms & Reports for Dummies let you discover the wonders of this highly useful program. This no-nonsense guide gets right down to business by showing you the easy way to use this powerful tool. It gets you started with selective, targeted queries; forms that improve efficiency; and reports that communicate-while sparing you of any fancy language. This hands-on guide features clear, concise instructions that show you how to: * Orient yourself with forms and reports * Create and modify queries * Build and edit forms * Design and update reports * Troubleshoot queries, forms, and reports * Make your forms useful * Add multiple tables to forms * Add finishing touches to reports Thanks to the included references, Web sites, and informative tips, putting your...



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