



## Microsoft Access 2010 Plain and Simple

By Curtis D. Frye

Microsoft Press, U.S., United States, 2010. Paperback. Book Condition: New. 229 x 185 mm. Language: English . Brand New Book. Get the guide that makes learning Microsoft Access 2010 plain and simple! This full color, no-nonsense book shows you the quickest ways to build a database and sort information, using easy-to-follow steps and concise, straightforward language. You'll learn how out-of-the-box templates and reusable components make Access 2010 a fast and simple database solution. Here's WHAT you'll learn: \* Design and build your own database quickly \* Use Access forms to collect information with ease \* Create and modify tables to organize your data \* Store files such as documents and images \* Exchange data with other databases and documents \* Bring your data alive with colorful reports Here's HOW you'll learn it: \* Jump in whenever you need answers \* Easy-to-follow STEPS and SCREENSHOTS show exactly what to do \* Handy TIPS teach new techniques and shortcuts \* Quick TRY THIS! exercises help apply what you learn right away.



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