## Access 2010 For Dummies

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Office 2010 For Dummies Word 2010 For Dummies Excel 2010 For Dummies Access 2010 For Dummies Microsoft Excel 2003 for Dummies iPad For Dummies Outlook 2010 For Dummies Excel 2007 For Dummies SharePoint 2010 For Dummies Project 2010 For Dummies Windows 8 & Office 2010 For Dummies eBook Set iPad & Siri For Dummies eBook Set Office 2010 All-in-One For Dummies Access 2010 All-in-One For Dummies Windows 7 & Office 2010 For Dummies Microsoft Office 2010 For Dummies Word 2010 All-in-one for Dummies Windows 7 & Office 2010 for Dummies Microsoft Office 2010 FOR DUMMIES Wallace Wang Dan Gookin Greg Harvey Laurie A. Ulrich G. Harvey Edward C. Baig Bill Dyszel Greg Harvey Nancy C. Muir Andy Rathbone Edward C. Baig Peter Weverka Alison Barrows Andy Rathbone PETER WEVERKA Doug K. Lowe Andy Rathbone Wallace Wang

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generating reports and much more as the microsoft office database application access may be the least understood and most challenging part of the office suite access 2010 for dummies walks newcomers through building and using their first database covers linking information in a database setting relationships modeling data and building tables explores how to extract data from access and get specific answers create forms and export data in reports a section for more experienced users looks at analyzing errors and creating an interface fully updated for the newest version access 2010 for dummies gets new access users up to speed and helps veterans get the most from the office database application

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market desc why this topic is hot microsoft office is the industry standard for office productivity suites holding approximately 90 of the market for windows based productivity suites since its launch there have been more than 120 million licenses of microsoft

office 2007 sold including a significant international presence 35 language specific versions are distributed worldwide who we are targeting new users intermediate users and experienced users who need to learn how to harness the power of microsoft office and its newest features quickly and easily so that they can spend more time working on their projects and less time figuring out how to use the office applications special features previous version office 2007 for dummies ishn 9780470009239 proven track record for more than fifteen years millions of readers worldwide have turned to office for dummies to help them tame this complicated suite of applications fully updated this new edition has approximately 30 40 new content covering the latest updates and enhancements made to microsoft office published in conjunction with the release of the next version of microsoft office which microsoft is projected to launch in q2 2010 covers the five main office applications 1 working with word 2 playing the numbers with excel 3 making presentations with powerpoint 4 getting organized with outlook and 5 storing data in access written by veteran technology author wallace wang who has written more than 20 for dummies titles which account for more than 2 5 million books in print about the book what the book covers microsoft office basics typing and formatting text in word spicing up your documents navigating an excel spreadsheet ceiting a spreadsheet creating formulas charting and analyzing data creating a powerpoint presentation adding color sound and pictures to a presentation configuring e mail with outlook storing contacts and organizing tasks scheduling your time and setting appointments designing an access database editing and modifying a database searching sorting and querying a database viewing and printing reports and more series features information presented in the straightforward but fun language that has defined the dummies series for more than eighteen years

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