

Microsoft Access 2013 An Introduction

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 need 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

Readers discover the latest advantages that Microsoft PowerPoint has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of PowerPoint through experimentation, critical thought, and personalization. ENHANCED MICROSOFT POWERPOINT 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Office 2013 software through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers discover the latest advantages that Microsoft Excel has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Excel through experimentation, critical thought, and personalization. ENHANCED MICROSOFT EXCEL 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Build new Access cloud web apps and migrate desktop databases to the cloud This is your complete, practical guide to creating Microsoft Access web apps and migrating existing databases to the cloud. Access MVP Andrew Couch guides you through the entire web app life cycle, from design through deployment and upgrades. After introducing Microsoft Office 365 and the web app development environment, he reviews key issues associated with moving data into a web app or creating cloud apps with new data. Next, he drills down into app construction, from table design to integration. You'll learn how to extend Access with Microsoft Azure SQL, PowerPivot, Visual Studio 2013, SQL Server Reporting Services (SSRS), and Apps for Office, and master important new enhancements in Office 365 SP1. Learn best practices and techniques to: Capitalize on key Office 365 features in your Access web apps Design and integrate all the features of Access web apps Make your desktop databases compatible with web app table structures Implement and test business rules by using the Macro Programming Tools Understand how your app design translates to objects in the cloud-based Azure SQL Database Use Microsoft SQL Server Management Studio (SSMS) to connect with and manage web apps Improve reporting with PowerPivot, Visual Studio 2013, and SSRS Extend Access web apps with Apps for Office features Capitalize on Office 365 SP1 improvements in change deployment, intellectual property protection, and integration Get all code samples, including complete apps, at: <http://aka.ms/AccessApps/files> About This Book For experienced Access developers who want a deep understanding of web app design and implementation For new web app developers who want to develop Access web apps with Office 365

A comprehensive reference to the updated and new features of Access 2013 As the world's most popular database management tool, Access enables you to organize, present, analyze, and share data as well as build powerful database solutions. However, databases can be complex. That's why you need the expert guidance in this comprehensive reference. Access 2013 Bible helps you gain a solid understanding of database purpose, construction, and application so that whether you're new to Access or looking to

upgrade to the 2013 version, this well-rounded resource provides you with a thorough look at everything Access can do. Explains how to create tables, manipulate datasheets, and work with multiple tables Teaches you how to apply the seven-step design method to build databases that are tailored to your needs Covers building forms with wizards, creating bound and unbound forms, and adding data validation Shows you ways to automate query parameters, create functions and subroutines, and add programmed error routines Features a bonus website with content that contains all source code from the book as well as bonus shareware, freeware, trial, demo, and evaluation programs If you are looking for a comprehensive book on all things Access, look no further than Access 2013 Bible.

Introduce your students to the new generation of Microsoft Office with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Office 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students In Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition you'll find exciting videos, which correlate to the Table of Contents and mirror the step-by-step pedagogy of the Microsoft Office 2013 text to reinforce the skills taught in each chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers discover the latest advantages that Microsoft Word has to offer with this new book in the next generation of the Shelly Cashman Series. For three decades, the Shelly Cashman Series has effectively introduced essential computer skills to millions of learners. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE continues the history of innovation with new features that accommodate a variety of learning styles. Specially refined learning tools help improve retention and prepare readers for future success. A step-by-step, screen-by-screen approach guides readers in expanding their understanding of Word through experimentation, critical thought, and personalization. ENHANCED MICROSOFT WORD 2013: COMPREHENSIVE helps readers succeed with today's most effective educational approach. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Make the most of Access 2013—without becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds—even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple! Who knew how simple Access® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program... simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: • Create tables to efficiently store and navigate your data • Build queries that retrieve exactly the information you want • Design intuitive forms that help your users work more efficiently • Build reports that answer key questions intuitively and visually • Learn easy techniques for designing more reliable databases • Work faster with AutoForms, AutoReports, and other shortcuts • Automate repetitive tasks and build more polished databases with macros • Share Access data with Excel, SQL Server, and other applications • Solve complex problems with advanced query, form, and reporting techniques • Build modern web databases that serve users through browsers • Run your database on the cloud through Microsoft Office 365 • Construct a complete database application from start to finish • And much more... Alison Balter, President of InfoTech Services Group, Inc., has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco, Shell, Accenture, Northrop, the U.S. Drug Enforcement Administration, Prudential, Transamerica, Fox Broadcasting, and the U.S. Navy. She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson, including Microsoft Access 2010 LiveLessons and Alison Balter's Mastering Access 2007 Development. She is past president of the Independent Computer Consultants Association of Los Angeles. Category: Databases Covers: Microsoft® Access® 2013 User Level: Beginning

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

Get started with the new Access 2013 with this impressive all-in-one reference! Microsoft Access allows you to store, organize, view, analyze, and share data; the new release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. This compilation of nine indispensable minibooks is exactly what you need to get up to speed on the latest changes to Access. This easy-to-understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server, manipulating data locally, getting up to speed on the latest features of Access 2013, creating queries and macros, and much more. From the basics to advanced functions, this book is what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Access 2013 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 solutions Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide offers you access to all things Access 2013!

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Make the most of Office 2013—without becoming a technical expert! This book is the fastest way to create, edit, format, build, review, and share virtually any form of Office content! Even if you've never used Office before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Office has never, ever been this simple! Who knew how simple Microsoft® Office 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Office 2013 productivity suite...simple, reliable instructions for doing all you really want to do with the brand-new versions of Word, Excel, PowerPoint, Outlook, and OneNote! Here's a small sample of what you'll learn: Explore Office 2013's updated interface and most efficient shortcuts Use Microsoft Office on the Web and mobile devices Streamline Word document creation with templates, tables, and more Efficiently build and review longer documents—by yourself or with teams Quickly create reliable, sophisticated Excel workbooks Analyze and visualize Excel data with charts, sparklines, pivot tables, and slicers Create high-impact presentations with PowerPoint 2013's newest tools Supercharge presentations with audio, video, animations, and transitions Set up email accounts and personalize Outlook to your own workstyle Manage your life with Outlook contacts, tasks, to-do lists, and notes Use Social Connector to simplify activities on Facebook, LinkedIn, and beyond Organize research more efficiently with OneNote notebooks Integrate text, links, files, media, screen clips, and handwriting into your OneNote notebooks And much more...

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 MicrosoftAccess 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.

This complete training package makes learning the new Office 2013 even easier! Featuring both a video training DVD and a full-color book, this training package is like having your own personal instructor guiding you through each lesson of learning Office 2013, all while you work at your own pace. The self-paced lessons allow you to discover the new features and capabilities of the new Office suite. Each lesson includes step-by-step instructions and lesson files, and provides valuable video tutorials that complement what you're learning and clearly demonstrate how to do tasks. This essential training package takes you well beyond the basics in a series of short, easy-to-absorb lessons. Takes you from the basics through intermediate level topics and helps you find the information you need in a clear, approachable manner Walks you through numerous lessons, each consisting of easy-to-follow, step-by-step instructions in full color that make each task less intimidating Covers exciting new features of Office 2013 applications: Word, Excel, PowerPoint, Outlook, and Publisher Features a companion DVD that includes lesson files and video tutorials for a complete training experience Shares additional resources available on companion website: www.digitalclassroombooks.com This all-in-one, value-packed combo teaches you all you need to know to get confidently up and running with the new Office 2013 suite!

Delivering concise, cutting-edge coverage, CONCEPTS OF DATABASE MANAGEMENT, 8e uses real-world cases, examples, and illustrations to give readers a thorough understanding of such critical issues as database design, data integrity, concurrent updates, data security, and more. Completely updated to Microsoft Access 2013 standards, the text presents SQL in a database-neutral environment and covers all major topics, including E-R diagrams, normalization, and database design. It provides detailed coverage of the relational model (including QBE and SQL), normalization and views, database administration and management, and more. Advanced topics include distributed databases, data warehouses, stored procedures, triggers, data macros, and Web databases. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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. Introduce your students to the latest that Microsoft Office has to offer with the new generation of Shelly Cashman Series books! For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. With Microsoft Outlook 2013, we're continuing our history of innovation by enhancing our proven pedagogy to reflect the learning styles of today's students. In this text you'll find features that are specifically designed to engage students, improve retention, and prepare them for future success. Our trademark step-by-step, screen-by-screen approach now encourages students to expand their understanding of Microsoft Outlook 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

"This course is an introduction to Microsoft Access 2013. In this course, students will become familiar with various database components, concepts, and terminology. Students will tour the user interface, create databases, create objects, perform calculations, navigate and work with tables, understand and work with queries, review and work with various reports and reporting features, and review forms and the various tools that go along with them. This course will give the student the required knowledge to complete the Access 2016 Intermediate course."--Resource description page.

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.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Access 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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Combining computer concepts material from the best-selling Discovering Computers and step-by-step instruction on Office applications from Microsoft Office 2013, ENHANCED DISCOVERING COMPUTERS & MICROSOFT OFFICE 2013: A COMBINED FUNDAMENTAL APPROACH delivers the best of Shelly Cashman Series in one book for your Introduction to Computers course. For the past three decades, the Shelly Cashman Series has effectively introduced computer skills to millions of students. We're continuing our history of innovation by enhancing our proven pedagogy to engage you in more critical thought, personalization, and experimentation with Office 2013 software. In addition, computer concepts content has been fully updated and revised to reflect the evolving needs of Introductory Computing students, and focus solely on what you really need to know to be a successful digital citizen in college and beyond. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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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.

Need answers quickly? Access 2013 on Demand provides those answers in a visual step-by-step format. We will show you exactly what to do through lots of full color illustrations and easy-to-follow instructions. Inside the Book • Create desktop databases or web apps for traditional and online users to gather, organize, and share data • Use professional templates to help you create desktop databases or web apps • Create web apps on SharePoint Team Services to collaborate and share information • Use tools for building a database or web app that makes information easier to find and use • Import data from other programs, HTML, XML files, and other databases • Use forms, filters, queries, and reports to capture and analyze data • Organize information and add impact with themes, pictures, tables, and charts • Add hyperlinks and web pages to forms and reports to use content on the Internet • Use macros and Visual Basic for Applications (VBA) to automate and add functionality to databases • Prepare for the Microsoft Office Specialist (MOS) exam Numbered Steps guide you through each task See Also points you to related information in the book Did You Know? alerts you to tips and techniques Illustrations with matching steps Tasks are presented on one or two pages Register your book at queondemand.com to gain access to: • Workshops and related files • Keyboard shortcuts Visit the author site: perspection.com

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps students develop the Microsoft Office 2013 skills they need to be successful in college and beyond. Updated with all new case-based tutorials, NEW PERSPECTIVES MICROSOFT ACCESS 2013 continues to engage students in applying skills to real-world situations, making concepts relevant. A new Troubleshoot case problem enhances critical thinking, and a new tutorial on Managing Your Files helps students navigate Windows 8. As always, New Perspectives improves learning outcomes and transference of skills by helping students understand why what they're learning is important. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Authoritative and comprehensive coverage for building Access 2013 Solutions Access, the most popular database system in the world, just opened a new frontier in the Cloud. Access 2013 provides significant new features for building robust line-of-business solutions for web, client and integrated environments. This book was written by a team of Microsoft Access MVPs, with consulting and editing by Access experts, MVPs and members of the Microsoft Access team. It gives you the information and examples to expand your areas of expertise and immediately start to develop and upgrade projects. Explores the new development environment for Access web apps Focuses on the tools and techniques for developing robust web applications Demonstrates how to monetize your apps with Office Store and create e-commerce solutions Explains how to use SQL Server effectively to support both web and client solutions Provides techniques to add professional polish and deploy desktop application Shows you how to automate other programs using Macros, VBA, API calls and more. Professional Access 2013 Programming is a complete guide on the latest tools and techniques for building Access 2013 applications for both the web and the desktop so that developers and businesses can move forward with confidence. Whether you want to add expand your expertise with Client/Server

deployments or start developing web apps, you will want this book as a companion and reference.

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SUCCEEDING IN BUSINESS WITH MICROSOFT ACCESS 2013 prepares your students to solve business problems by moving beyond the basic point and click skills to think critically about realistic business situations. When students combine software analysis with their own decision making abilities, they are more likely meet any business challenge with success. The Succeeding in Business Series emphasizes problem-solving, critical thinking, and analysis - challenging students to find efficient and effective solutions.

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