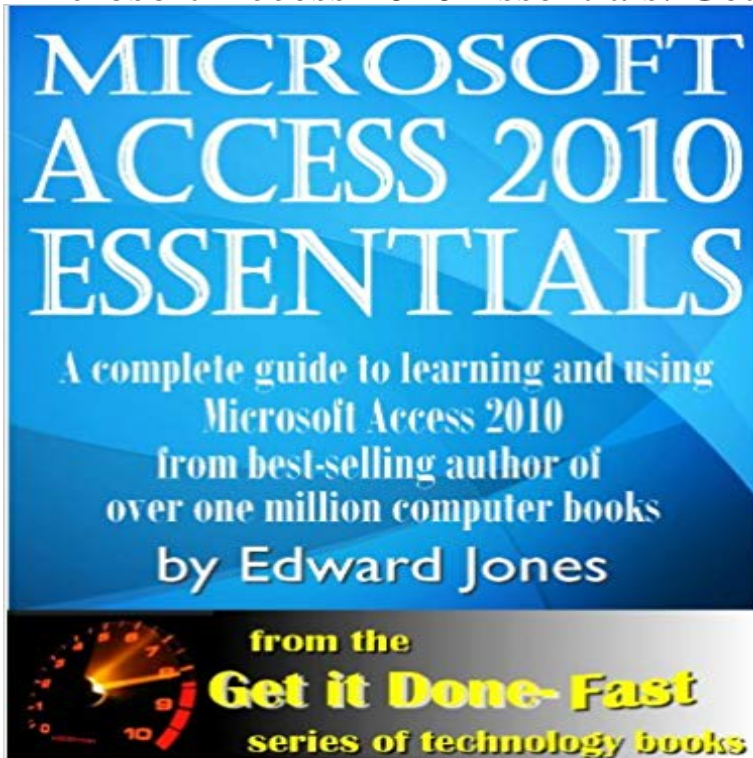


## Microsoft Access 2010 Essentials: Get It Done FAST



In this book, find 100% of what you need to know! With Microsoft Access 2010 on your computer, the possibilities to create powerful, comprehensive databases are endless. Unfortunately, those same possibilities are also overwhelming, unless you know how to use the software. Use Microsoft Access Essentials: Get It Done to learn the basics and beyond of Microsoft Access. You will learn how to make the software work for maximum results!

Master the essentials of Access quickly and easily. Learn the powerful features Access offers for effortless data sharing. Master the basics and learn about powerful programming capabilities. Utilize new database templates to get up and running with a minimal amount of design effort. This book takes a get it done approach that is designed to get you up and running quickly utilizing the power of Access. One significant feature of Access is that you can create sophisticated ready-to-use database applications without being a programmer, and this book will show you how. Access also includes a new Macro Builder that makes programming a breeze, and you'll learn to use that feature with this book. Access is simply phenomenal in its ability to share data with other programs, including Microsoft Office 2010 (Word, Excel, Outlook, and PowerPoint), Microsoft SQL Server, Open Office, GoogleDocs, Windows SharePoint Services, and many more. Chapter 8 of this book gives you the details on moving data in and out of Access 2010. This book has been designed from the ground up to give you clearly written, effective yet understandable instruction for using Microsoft Access. Armed with this book, you can quickly progress from knowing little or nothing about Access or about database management on up to a knowledge level that makes you the unofficial Access guru inside your organization. Edward Jones is an experienced computer and

technology writer, database applications development analyst, consultant, and trainer who understands the issues faced by people dealing with technology, day in and day out. His career spans years of technology training, database development, and consulting services for major law firms and government agencies in the Washington, DC area, and he currently resides in Charlotte, NC where he is concentrating on providing publications to the rapidly growing digital marketplace. Jones is also a best-selling author whose printed titles have sold over one million copies, and he has served as a technical editor on numerous computer books.

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