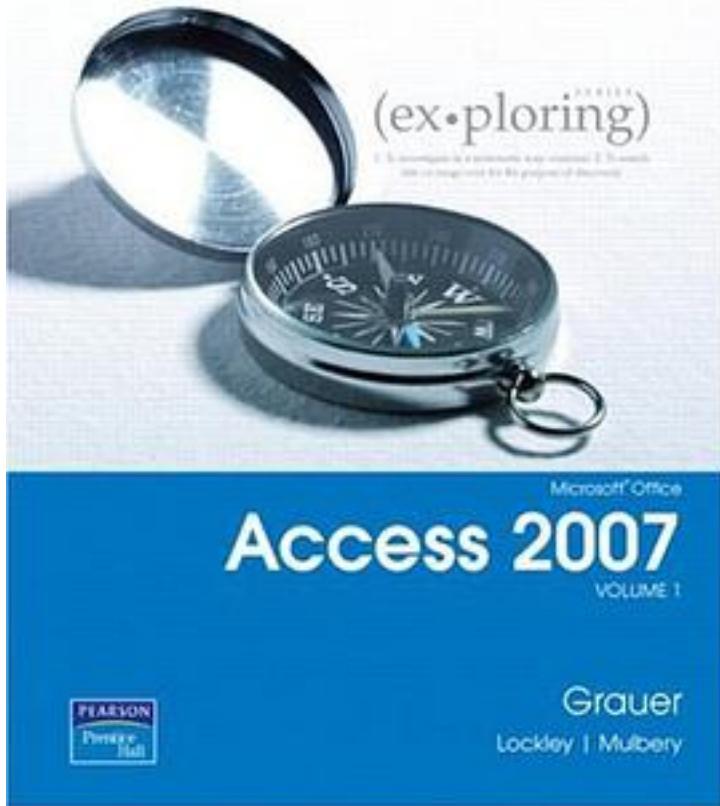


# Exploring Microsoft Office Access 2007



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The Exploring series helps students master the "How and Why" of performing tasks in Office to gain a greater understanding of how to use the individual applications together to solve business problems. Exploring titles feature "Perfect pages" where every step of every hands-on exercise as well as every end-of-chapter problem begins

on a new page and has its own screen shot to make it easier to follow. Each chapter contains Hands-on Exercises, Capstone Exercises, and Mini-Cases for practicing and reviewing skills acquired. "Exploring Microsoft Office Access 2007 Volume 1, 1/e" covers the following topics: introduction to Access and databases; relational databases and multi-table queries; customize, analyze, and summarize query data; creating and editing professional, useful reports; ideal for students and individuals seeking comprehensive instruction for Access 2007.

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