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below). Figure 1 - Selecting Blank Database . Note: an alternate way to navigate would be to click on the . Office. button and then select . New. 2. Under the . Blank Database

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1 - Selecting Blank Database . Note:

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month of July. Access is a PC desktop database and it is possible to create some powerful systems. Access 2007 Access 2007 is a major overhaul in terms of the interface. The menus are

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now replaced by the Ribbon. At first it takes some getting used to if you have come from a previous version of MS Access. Introducing the Ribbon

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Guide 2007 extensive research and usability testing, and it is designed to make it easier to find the commands that you need. Page 1/6

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Microsoft Access 2007 Introduction A database is a collection of information that's related. Access allows you to manage your information in one database file. Within Access there are four major areas: Tables, Queries,

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Forms and Reports • Tables store your data in your database • Queries ask questions about information stored in your tables

Introduction to Microsoft Access 2007

Microsoft Access has the look and feel of other Microsoft Office products as

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Guide 2007 far as its layout and navigational aspects are concerned, but MS Access is a database and, more specifically, a relational database. Before MS Access 2007, the file extension was *.mdb, but in MS Access 2007 the extension has been changed to *.accdb extension.

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The three main components of the Access user interface are: The ribbon is the strip of tabs across the top of the program window that contains groups of commands. The Backstage view is

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the collection of commands that you see on the File tab on the ribbon.

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Microsoft Office Fluent User Interface
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Excel 2007 presents the appropriate tools at the right time so that you can produce your best work more quickly. Important features are organized and presented in context.

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It seemed to be a complete manual on creating relational database systems, but a day later I couldn't find it. Office 365 (Home version) doesn't (yet?) have a help system via F1. I haven't done any work on databases,

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including Access, since I retired thirteen years ago, so I need a reference that covers the lot.

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Note In Access 2007, click Visual Basic in the Macro group on the

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Type or paste the following code: Note
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