Access 2007 Forms and Reports For Dummies

Brian Underdahl, Darlene Underdahl

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Do you have tons and tons of data on your computer but you're not quite sure how to make heads or tails of them—or even organize them? Are you using Access as spreadsheet rather than what it was really meant for? If you have trouble finding meaning in your data, then *Access 2007 Forms & Reports for Dummies* let you discover the wonders of this highly useful program.

This no-nonsense guide gets right down to business by showing you the easy way to use this powerful tool. It gets you started with selective, targeted queries; forms that improve efficiency; and reports that communicate—while sparing you of any fancy language. This hands-on guide features clear, concise instructions that show you how to:

- Orient yourself with forms and reports
- Create and modify queries
- Build and edit forms
- Design and update reports
- Troubleshoot queries, forms, and reports
- Make your forms useful
- Add multiple tables to forms
- Add finishing touches to reports

Thanks to the included references, Web sites, and informative tips, putting your data to good use has never been easier. You'll even add some pizzazz to your reports with handy suggestions on ways to wow your viewers. With *Access 2007 Forms & Reports for Dummies,* you will be creating effective queries, forms, and reports in no time!

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