

Microsoft Access 2013 Essentials

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 ACCESS 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 ACCESS 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.

With Microsoft Access 2013 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 2013 Essentials 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

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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 2013 (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 2013. 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.

Based on extensive customer feedback, DISCOVERING COMPUTERS ©2014 has been completely reexamined and revised to reflect the evolving needs of the concepts portion of the Introductory Computing course. This exciting new edition maintains many longstanding hallmarks, but is now highly focused on relevancy to provide students only with what they really need to know to be successful digital citizens in college and beyond. To better reflect the importance of certain topics in today's digital world, coverage of enterprise computing, ethics, Internet research skills, mobile computing, operating systems (other than Windows), browsers, security, and Web 2.0 has been expanded and integrated. New critical thinking and problem solving exercises are included in every feature throughout the text, engaging students in regular practice of higher-order thinking skills. In addition, students have more opportunity for

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hands-on practice with the completely revised end-of-chapter activities. With these enhancements and more, the new DISCOVERING COMPUTERS is an even more engaging teaching and learning tool for your classroom. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Offers hints and troubleshooting guidelines to help users navigate the user interface, create a database, produce forms and queries, import data from other databases and documents, and design subreports.

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 data sheets, 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.

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Windows security concepts and technologies for IT beginners IT security can be a complex topic, especially for those new to the field of IT. This full-color book, with a focus on the Microsoft Technology Associate (MTA) program, offers a clear and easy-to-understand approach to Windows security risks and attacks for newcomers to the world of IT. By paring down to just the essentials, beginners gain a solid foundation of security concepts upon which more advanced topics and technologies can be built. This straightforward guide begins each chapter by laying out a list of topics to be discussed, followed by a concise discussion of the core networking skills you need to have to gain a strong handle on the subject matter. Chapters conclude with review questions and suggested labs so you can measure your level of understanding of the chapter's content. Serves as an ideal resource for gaining a solid understanding of fundamental security concepts and skills Offers a straightforward and direct approach to security basics and covers anti-malware software products, firewalls, network topologies and devices, network ports, and more Reviews all the topics you need to know for taking the MTA 98-367 exam Provides an overview of security components, looks at securing access with permissions, addresses audit policies and network auditing, and examines protecting clients and servers If you're new to IT and interested in entering the IT workforce, then Microsoft Windows Security Essentials is essential reading.

With proven pedagogy that emphasizes critical-thinking, problem-solving, and in-depth coverage, New Perspectives helps you develop the Microsoft Office 2013 skills you need to be successful in college and beyond. Updated with all new case-based tutorials, New Perspectives Microsoft Office 2013 engages you in applying skills to real-world situations, making concepts relevant. A new Troubleshoot type of case problem enhances critical

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thinking. As always, New Perspectives improves learning outcomes and transference of skills by helping you understand the importance of what you're learning. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Microsoft Azure Essentials from Microsoft Press is a series of free ebooks designed to help you advance your technical skills with Microsoft Azure. The first ebook in the series, Microsoft Azure Essentials: Fundamentals of Azure, introduces developers and IT professionals to the wide range of capabilities in Azure. The authors - both Microsoft MVPs in Azure - present both conceptual and how-to content for key areas, including: Azure Websites and Azure Cloud Services Azure Virtual Machines Azure Storage Azure Virtual Networks Databases Azure Active Directory Management tools Business scenarios Watch Microsoft Press's blog and Twitter (@MicrosoftPress) to learn about other free ebooks in the "Microsoft Azure Essentials" series.

Microsoft Office 2013: EssentialCengage Learning

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Outlook 2013 quickly and efficiently. Skills are accessible and easy-to-follow thanks to the Illustrated Series' hallmark 2-page layout, which allows students to see an entire task in one view. New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what students should see on their own computers. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. Important Notice: Media content referenced within the product description or the product text

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Visual QuickStart Guides, designed in an attractive tutorial and reference format, are the quickest, easiest, and most thorough way to learn applications, tasks, and technologies. The Visual QuickStart Guides are a smart choice and guide the learner in a friendly and respectful tone. Visually presented with copious screenshots, the focused discussions by topic and tasks make learning a breeze and quickly take you to exactly what you want to learn. Microsoft Office 2013: Visual QuickStart Guide, written by best-selling author Steve Schwartz, has been extensively rewritten to provide expanded coverage of the core Office applications: Word, Excel, PowerPoint, and Outlook, provides in-depth instructions on many of the new features and changes introduced in Office 2013, and offers a thorough introduction to the Office Web Apps. Coverage of each application is jam-packed with information and tips that not only explain HOW to perform a task, but WHY you need this procedure and WHEN it's best to use it. Includes eBook In addition to concise, step-by-step explanations of core tools and tasks, with plenty of helpful screen shots to keep you on track as you work, Microsoft Office 2013 for Windows: Visual QuickStart Guide includes the eBook. You can download digital versions of this book to load on the mobile device of your choice so that you can continue learning whenever and wherever you are. We provide you with EPUB, PDF, and MOBI eBook formats to ensure that you get the experience that best suits your viewing needs.

The core concepts and technologies of Windows networking Networking can be a complex topic, especially for those new to the field of IT. This focused, full-color book takes a unique approach to teaching Windows networking to beginners by stripping down a network to its bare basics, thereby making each topic clear and easy to understand. Focusing on the new

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Microsoft Technology Associate (MTA) program, this book pares down to just the essentials, showing beginners how to gain a solid foundation for understanding networking concepts upon which more advanced topics and technologies can be built. This straightforward guide begins each chapter by laying out a list of topics to be discussed, followed by a concise discussion of the core networking skills you need to have to gain a strong handle on the subject matter. Chapters conclude with review questions and suggested labs so you can measure your level of understanding of the chapter's content. Serves as an ideal resource for gaining a solid understanding of fundamental networking concepts and skills Offers a straightforward and direct approach to networking basics and covers network management tools, TCP/IP, the name resolution process, and network protocols and topologies Reviews all the topics you need to know for taking the MTA 98-366 exam Provides an overview of networking components, discusses connecting computers to a network, and looks at connecting networks with routers If you're new to IT and interested in entering the IT workforce, then Microsoft Windows Networking Essentials is essential reading.

New to Microsoft Office? Upgrading from a previous version? Designed with the busy professional in mind, this two-page laminated quick reference guide provides step-by-step instructions in the shared, basic features of Microsoft Excel, Word and PowerPoint. When you need an answer fast, you will find it right at your fingertips. Durable and easy-to-use, quick reference cards are perfect for individuals, businesses and as supplemental training materials. With 28 topics covered, this guide is ideal for someone new to Microsoft Office or upgrading from a previous version. Topics Include: Interface Basics, File Management, Working with Text, Shapes, SmartArt, Formatting, Reviewing and Correcting, and Printing and Sharing.

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When you are looking at the Microsoft Office 2013 Essentials office suite, you will find that there are a number of great programs included. Some of the offerings from this productivity suite include Word, Excel, PowerPoint, and Outlook, and with a few upgrades, you might be able to get more programs. A good chart is something that will help you keep the right kind of shortcuts and features available to you. With a suite this robust, it is often easy to forget some of the more obscure but no less useful functions.

Present the computer concepts and Microsoft Office 2013 skills perfect for your Introduction to Computing course with the latest ENHANCED COMPUTER CONCEPTS AND MICROSOFT OFFICE 2013 ILLUSTRATED. This all-in-one book makes the computer concepts and skills your students need to know easily accessible. Key application skills are clearly demonstrated using the user-friendly two-page spread found in the popular Microsoft Office 2013 Illustrated Introductory, First Course. Today's most up-to-date technology developments and concepts are clarified using the distinctive step-by-step approach from the Computer Concepts Illustrated Brief book. This edition highlights updated Office 365 content with Integrated Applications Projects and a Student Success Guide. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

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

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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.

Master database creation and management Access 2019 Bible is your, comprehensive reference to the world's most popular database management tool. With clear guidance toward everything from the basics to the advanced, this go-to reference helps you take advantage of everything Access 2019 has to offer. Whether you're new to Access or getting started with Access 2019, you'll find everything you need to know to create the database solution perfectly tailored to your needs, with expert guidance every step of the way. The companion website features all examples and databases used in the book, plus trial software and a special offer from Database Creations. Start from the beginning for a complete tutorial, or dip in and grab what you need when you need it. Access enables database novices and programmers to store, organize, view, analyze, and share data, as well as build powerful, integrable, custom database solutions — but databases can be complex, and difficult to navigate. This book helps you harness the power of the database with a solid understanding of their purpose, construction, and application. Understand database objects and design systems objects Build forms, create tables, manipulate datasheets, and add data validation Use Visual Basic automation and XML Data Access Page design Exchange data with other Office applications, including Word, Excel, and more From database fundamentals and terminology to XML and Web services, this book has everything you need to maximize Access 2019 and build the

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database you need.

Intermediate Access picks up where Access for Beginners left off. This time the focus is on more advanced query types, like union queries and crosstab queries, as well as how to add default values and validation rules to tables. And then the rest of the book focuses is on forms and reports and how to generate, customize, and format them. By the time you finish Intermediate Access you should be able to work comfortably in Access on a daily basis. If you've always wanted to learn Access and were a little intimidated, this is the series for you. keywords: microsoft access, access 2013, crosstab queries, union queries, fixed value in query, data validation in table, expression builder, forms, reports, include user input in query Covers the concepts and fundamentals of Microsoft Windows server with information on such topics as active directory, group policy, installation, storage, and remote access.

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

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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!

This book provides the database professional and power user with working solutions for daily business tasks. The goal has been to reduce needless writing and concentrate on the daily needs of database usage and development. An efficient database professional does not need a book to tell him or her how to execute a query or how many types of queries Access 2007 supports; the answers are a click away in the help file or online. What power users and developers need is thought-out solutions to show them the way to achieve their difficult tasks without having to look around for hours, days, or sometimes weeks. In addition, they need a book to show them when something is possible, when it is not, how many ways exist to achieve a task, and which one is the most efficient. Furthermore, the table of contents is not arranged by topic (tables, queries, reports, etc) but by solution. The content of the book should be practical and the layout should help the professional find what he or she needs in seconds. Learn how to use your databases for real business tasks Pindar has worked on hundreds of business databases and operational systems for the last 18 years. In this book, he provides actual scenarios and code you can use in your daily business situations. Actually, you will get many ideas of how to employ Access 2007 to get data in ways you were not aware it was possible. Some examples, especially in the beginning of each chapter are quite simple so that readers with less Access experience can follow and learn but they are definitely not simplistic. Leave superfluous theory on the side and focus on the essence of your operations You might

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be taught a thousand pieces of theory and politically correct techniques on databases. In the end, what you will need is a way to accomplish your task. This book will show you exactly the concepts you should learn and expand on them in detail. Theory is present but only to support a practical technique; not for the sake of it. Concentrate on holistic solutions and not clustered technical skills This book leaves behind the classical format of texts. Instead of providing multiple and isolated concepts, it combines the necessary techniques to arrive to a real world solution. For example, instead of just showing what a date function is, it demonstrates how it can be used in combination with clauses and other functions to obtain order processing cycle times or order fulfillment goals for your corporation. At the end of the day, when you read a book, you need to be able to use your knowledge to achieve a task. The business table of contents You will find a novelty in this book which is its business table of contents. There are two tables of contents in this book. There is the classical one to find what you need on database concepts. However, there is also a business table of contents you can consult to find the business solution you need. For example, how to conditionally update product prices from multiple suppliers and by various percentages. Use this book as a handy reference Finally, this book has been written with the idea of using it as a reference. You might need to flip its pages to check something simple like the correct use of quotes in criteria expressions or concatenated fields. Or you might need to check something more elaborate like how to use a subquery to manipulate data in one table based on the values of another table.

Praised by instructors for its concise, focused approach and user-friendly format, the Illustrated Series engages both computer rookies and hot shots in mastering Microsoft Office 2013 applications quickly and efficiently. Skills are accessible and easy-to-follow thanks to the

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Illustrated Series' hallmark 2-page layout, which allows you to work through an entire task without turning the page! New Learning Outcomes outline the skills covered in each lesson, and larger full-color screens represent exactly what you should see on your own computer. Each unit begins with a brief overview of the principles of the lesson, and introduces a case study for further application. 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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Presents a guide to the latest version of the database management application, covering such topics as creating databases and tables, setting up queries, producing reports, building forms, and using macros --

The easy guide to Microsoft Access returns with updates on the latest version! Microsoft

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Access allows you to store, organize, view, analyze, and share data; the new Access 2013 release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. Access 2013 For Dummies covers all the new features of the latest version of Access and serves as an ideal reference, combining the latest Access features with the basics of building usable databases. You'll learn how to create an app from the Welcome screen, get support for your desktop databases, and much more. Includes coverage of all the new features of Access 2013, including the updated interface Shows you how to create and share reports Features special videos and materials created by the authors to help reinforce the lessons included in the book Helps you build data analysis and interface tools for your specific needs Offers plenty of techniques and tips for solving common problems Access 2013 For Dummies provides you with access to the latest version of this database tool. This is the eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. A computer literacy approach completely reinvented for the needs of today's 21st century student Best-selling author and expert teacher Jean Andrews; reinvented the basic approach to teaching computer literacy for today's students. Andrews focuses on how computers are really used in personal life, academics, and technical careers. She teaches the #1 competency students need most: the ability to keep learning new skills on their own. Every feature in this book is designed to make learning quick and easy. The book covers core computer skills using real-world projects that help students learn how to use these tools to perform the most common personal and business tasks: Using and managing Windows 7 computers Using the Internet to access and share information, and to do business Using the Web for academic research Capturing and

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organizing information with OneNote 2010 Using Word 2010 to communicate information and apply for a job Using PowerPoint 2010 to persuade an audience, present a compelling story, or deliver important information Using Excel 2010 to organize data, solve problems, make decisions, and transform data into knowledge Making informed computer buying decisions Keeping computers reliable, fast, and safe

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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

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from other databases and documents

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.

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 POWERPOINT 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 POWERPOINT 2013 through experimentation, critical thought, and personalization. With these enhancements and more, the Shelly Cashman

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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.

Microsoft Access is an incredibly useful tool for data analysis, especially for small business owners who don't have an off-the-shelf solution that lets them analyze the data particular to their specific business. Access Essentials 2019 contains contains Access 2019 Beginner, which is meant to introduce new users to the basics of Access including how to create tables and queries, and Access 2019 Intermediate, which covers how to create more advanced tables and queries as well as forms and reports. By the time you're done with this book you should be able to import custom data sets, link them together, analyze that combined data, and generate custom reports to summarize your results. This book was written for users of Microsoft Access 2019. For a more general guide to Access see Access Essentials.

This handy textbook covers all you need to know to begin to use databases such as Microsoft Access. Learning Made Simple books give readers skills without frills. They are matched to the main qualifications, and written by experienced teachers and authors to make often tricky subjects simple to learn. Every book is designed carefully to provide bite-sized lessons matched to learners' needs. Building on the multi-million success of the previous series Made Simple Books, Learning Made Simple titles provide both a new colourful way to study and a useful adjunct to any training course. Using full colour throughout, and written by leading teachers and writers, Learning Made Simple books will help readers learn new skills and develop their talents. Whether studying at college, training at work, or reading at home, aiming for a qualification or simply getting up to speed, Learning Made Simple books will give readers

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the advantage of easy, well-organised training materials in a handy volume with two or four-page sections for each topic for ease of use.

Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office--and earn the credential that proves it!

ESSENTIALS OF BUSINESS ANALYTICS, 2e can be used by students who have previously taken a course on basic statistical methods as well as students who have not had a prior course in statistics. The expanded material in the second edition of Essentials of Business Analytics also makes it amenable to a two-course sequence in business statistics and analytics. All statistical concepts contained in this textbook are presented from a business analytics perspective using practical business examples. 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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