Microsoft Excel And Access Integration With Microsoft Office 2007

In this, the third edition of the perennial best-seller, iSeries gurus Chris Peters and Brian Singleton have completely updated this essential resource to reflect all of the latest changes and enhancements of iSeries Access and Express Client and Microsoft Office. Now, you can use iSeries Access or Express Client to combine the presentation capabilities of all versions of Microsoft Office with the database capabilities of the i5/iSeries to provide your company with the best of both worlds. Tasks that used to be almost impossible are now an easy reality...if you know the integration secrets revealed in this book. Discover how to use your iSeries output with PC data-formatting tools, make visually appealing reports using iSeries data, use visual query tools to point and click to create sophisticated information output, analyze and summarize the detailed and often cumbersome iSeries reports, tap into the power of Microsoft's powerful Universal Data Access using ADO.NET, ODBC, and OLE DB, and much more. Singleton and Peters provide you with the essential knowledge you need to use iSeries Access or Express Access as a means to integrate iSeries or AS/400 data with Microsoft Office applications. i5/OS and Microsoft Office Integration Handbook, Third Edition covers installing and configuring iSeries Access or Express Client, using ODBC to seamlessly integrate iSeries with Microsoft Office, and leveraging the iSeries Access data transfer function. The book also explains how to bring data from the iSeries to your PC by using NetServer, TCP/IP's FTP file transfer function, and/or Universal Data Access with OLE DB and ADO.NET. Other chapters of the book explore the multitude of Microsoft Office functions by devoting a specific chapter to each Office application to show you how to use each function with the i5/iSeries. You'll learn how to use Excel, Word, Query, Access, and Outlook to generate spreadsheets, mailing labels, form letters, and envelopes; to produce queries and perform data retrieval; to create beautiful, sophisticated reports; and much more. If you have PCs attached to your i5/iSeries this book has the essential information that will allow you to harness the power of Microsoft Office and exploit the iSeries database. This book will show you how to: • Create spreadsheets, reports, and graphs using Microsoft Excel and iSeries data • Merge iSeries data to create letters, labels, and envelopes in MS Word • Install and configure iSeries Access or Express Client for Microsoft Office integrationSort, filter, join, summarize, and total iSeries data with MS Query and MS Access • Transfer data between PCs and the iSeries and automate the process • Set up Outlook as an email client on an iSeries or AS/400 server • Configure Network Neighborhood to access your i5/iSeries and make sure your files are secure • Create VBA macros for iSeries data integration with MS Office applications • Integrate iSeries data into .NET applications with ADO.NET Contents: INTRODUCTION Chapter 1: Connectivity Overview Chapter 2: ODBC Chapter 3: Retrieving iSeries Data with Microsoft Query Chapter 4:

Using iSeries Data with MS Word Chapter 5: Analyzing DB2/400 Data with Excel Chapter 6: Expanding your Options with Microsoft Access Chapter 7: The iSeries, eMail, and Outlook Chapter 8: The iSeries in the Network Neighborhood Chapter 9: The iSeries Access Data-Transfer Function Chapter 10: Transferring Data with FTP Chapter 11: Microsoft OLE DB/ADO Technology Appendix Index 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 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 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 database you need.

Benefit from expert guidance in this new edition of a tried and trusted approach; updated to reflect the new CSEC® IT curriculum, it provides an engaging and accessible approach to theory and practice. - Prepare for SBA with advice and guidance and a full sample SBA project and suggested solution at the end of Chapter 16. - Consolidate learning through a range of question types such as Multiple Choice, True or False, Short Answer, Research, Project and a fun

Crossword puzzle. - Confidently cover new topics and emerging technology with straightforward explanations and numerous examples. The answers can be found here: www.hoddereducation.co.uk/Log-on-to-IT-Answers

Apply Access and Excel effectively and efficiently to solve real-world business problems in this sixth edition of Problem-Solving Cases in Microsoft Access and Excel. With six individual tutorials that build a practical knowledge of Microsoft Office 2007 Access and Excel capabilities, this book sets the groundwork for applying these spreadsheet and database skills to actual scenarios. These scenarios take the form of 12 all new case studies, which introduce problems that are likely to face today's business professionals and allow readers to apply the information gleaned from the tutorials to solve them. With updates that include an all new sixth tutorial that covers data analysis techniques, a second integration case, and a 60-day trial of Microsoft Office 2007 software, this book affords readers the most up-to-date, practical education in the most commonly used software programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. In a corporate setting, the Microsoft Office Suite is an invaluable set of applications. One of Offices' biggest advantages is that its applications can work together to share information, produce reports, and so on. The problem is, there isn't much documentation on their cross-usage. Until now. Introducing Integrating Excel and Access, the unique reference that shows you how to combine the strengths of Microsoft Excel with those of Microsoft Access. In particular, the book explains how the powerful analysis tools of Excel can work in concert with the structured storage and more powerful querying of Access. The results that these two applications can produce together are virtually impossible to achieve with one program separately. But the book isn't just limited to Excel and Access. There's also a chapter on SQL Server, as well as one dedicated to integrating with other Microsoft Office applications. In no time, you'll discover how to: Utilize the built in features of Access and Excel to access data Use VBA within Access or Excel to access data Build connection strings using ADO and DAO Automate Excel reports including formatting, functions, and page setup Write complex functions and queries with VBA Write simple and advanced queries with the Access GUI Produce pivot tables and charts with your data With Integrating Excel and Access, you can crunch and visualize data like never before. It's the ideal guide for anyone who uses Microsoft Office to handle data.

Third Edition: Thoroughly Updated and Expanded, with Extensive New Coverage! In just 24 sessions of one hour or less, you'll master the entire SAP project lifecycle, from planning through implementation and system administration through day-to-day operations. Using this book's straightforward, step-by-step approach, you'll gain a strong real-world foundation in both the technology and business essentials of today's SAP products and applications—from the ground up. Step-by-step instructions walk you through the most common questions, issues, and tasks you'll encounter with SAP. Case

study-based exercises help you build and test your knowledge. By the Way notes present interesting pieces of information. Did You Know? tips offer advice or teach an easier way. Watch Out! cautions warn about potential problems. Learn how to… Understand SAP's newest products for enterprises and small-to-midsize businesses, and choose the right solutions for your company Discover how SAP integrates with Web services and service-oriented architecture Develop an efficient roadmap for deploying SAP in your environment Plan your SAP implementation from business, functional, technical, and project management perspectives Leverage NetWeaver 7.0 features to streamline development and integration, and reduce cost Walk through a step-by-step SAP technical installation Master basic SAP system administration and operations Perform essential tasks such as logon, session management, and printing Build SAP queries and reports Prepare for SAP upgrades and enhancements Develop your own personal career as an SAP professional Register your book at informit.com/title/9780137142842 for convenient access to updates and corrections as they become available.

Authoritative and comprehensive coverage for building Access 2013 Solutions Access, the most popular database system in the world, just opened a new frontier in the Cloud. Access 2013 provides significant new features for building robust line-of-business solutions for web, client and integrated environments. This book was written by a team of Microsoft Access MVPs, with consulting and editing by Access experts, MVPs and members of the Microsoft Access team. It gives you the information and examples to expand your areas of expertise and immediately start to develop and upgrade projects. Explores the new development environment for Access web apps Focuses on the tools and techniques for developing robust web applications Demonstrates how to monetize your apps with Office Store and create e-commerce solutions Explains how to use SQL Server effectively to support both web and client solutions Provides techniques to add professional polish and deploy desktop application Shows you how to automate other programs using Macros, VBA, API calls and more. Professional Access 2013 Programming is a complete guide on the latest tools and techniques for building Access 2013 applications for both the web and the desktop so that developers and businesses can move forward with confidence. Whether you want to add expand your expertise with Client/Server deployments or start developing web apps, you will want this book as a companion and reference.

Discover how to successfully apply the advantages of the latest Access database management system and maximize tools within the most recent version of Excel spreadsheet as you analyze and solve real business problems in PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL, 15TH ANNUAL EDITION. Packed with hands-on learning, this edition highlights six individual tutorials designed to build practical knowledge as readers walk you step-by-step through the capabilities of each software application. For the best in real-world

practice, this edition offers 12 all-new case studies that present scenarios and problems readers are likely to encounter on the job. In addition, a unique emphasis on skill-building integration shows how to use Access and Excel together to resolve the cases. PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL delivers today's most up-to-date, practical guide for the popular Access and Excel programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

With this book and Microsoft Office 97 you'll learn to use the Office Binder to combine related letters, reports, spreadsheets, charts, presentations, and other documents into one cohesive project; save time and effort by automating updates to documents - never again type the same information in more than one place; easily import existing documents and information from previous versions of Office and other programs and combine them in new projects; share a document using e-mail, a network, or an intranet and update the document to reflect coworkers' revisions; use Microsoft Query, Microsoft Excel, and Microsoft Access together to analyze data; import data from Microsoft Word and Microsoft Excel into a database table in Microsoft Access; integrate text, tables, charts, and other information into a presentation; add hyperlinks to information to make it available via the Internet or an intranet; and use Microsoft FrontPage to publish documents on the Internet or an intranet.

Packed with hands-on learning, PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL, 14TH ANNUAL EDITION clearly demonstrates how to successfully apply the advantages of the latest Access database management system and Excel spreadsheet to analyze and solve real business problems. Six individual tutorials build readers' practical knowledge as they walk step-by-step through the capabilities of each software application. For the best in real-world practice, this edition offers 12 all-new case studies that present scenarios and problems readers will likely encounter on the job. In addition, a unique emphasis on skill-building integration shows how to use Access and Excel together on cases. Readers can count on PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL as today's most up-to-date, practical guide for the widely used Access and Excel programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Showing developers and power users how to combine the tools of Excel with the structured storage and more powerful querying of Access, this guide covers everything a reader really needs in order for projects to work efficiently.

This course in the Microsoft Official Academic Course program prepares students for exam 70-420, Microsoft Excel 2013.

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.

A thorough reference on Microsoft Excel 97 discusses the new intranet and Internet capabilites of this powerful devlopment tool, describes how to create Excel-based solutions for organizations, and features a collection of source code, files, applications, and utilities. Original. (Intermediate).

This book takes a detailed look at how you can integrate applications in the Microsoft Office 97 product suite with data from your AS/400. Tasks that used to be nearly impossible are now made easy, if you learn the integration secrets in this book--secrets such as how to use your AS/400's output with your PC data formatting tools; secrets such as how to easily make professional-looking reports with AS/400 data. You'll also learn the secret of using visual query tools to create sophisticated information output; how to analyze and summarize the detailed and often cumbersome reports from your AS/400; and how to combine the presentation capabilities of Microsoft Office with the database capabilities of the AS/400 to provide your company with the best of both worlds. The first sections of the book introduce the essential knowledge you need to use Client Access as you integrate AS/400 data with the Microsoft Office applications. Author Brian Singleton explains how to install and configure Client Access, how to provide a seamless method of AS/400 integration with Microsoft Office using ODBC, the network drive functionality of Client Access, and the Client Access Data Transfer function. He also describes TCP/IP's FTP file transfer function and how to use it to bring data from the AS/400 to your PC. The remaining sections cover the veritable Swiss Army knife functions of Microsoft Office. For each of the office applications, there's a specific chapter devoted to showing how each function can be used with the AS/400--from using Word to create mailing labels, form letters, and envelopes to downloading data into spreadsheets, producing sophisticated queries and data retrievals, and creatingsophisticated reports, using Outlook as your AS/400. If you have PCs attached to your AS/400, this handbook has the essential information that will show you how to harness the power of Microsoft Office and exploit the AS/400 database. Key concepts covered in this book include the following: The different omponents of Client Access including ODBC, data transfer, network drives, operation navigator, and terminal emulation, how to install and configure Client Access for Microsoft Office integration, security issues with ODBC, how to configure+I6 a Client Access ODBC DSN Under Windows 95/NT, how to install and use MSQUERY, how the Query Wizard works and how it can make creating a Query easier, how to sort, filter, join, summarize and total using MSQUERY, how to merge AS/400 data to create labels, letters, and envelopes, how to create lists, reports, and graphs using Microsoft Excel and AS/400 data, yhe advantage of using Client Access Excel add-in, why Microsoft Access is one of the most powerful database products available on the PC, how to rename a linked table within the Access database without affecting the table on the AS/400, step-by-step instructions for importing data through Access, how to sort, filter, join, summarize and total using Access, techniques to help speed up your database operations with Access, seven steps needed to set up Outlook as an email client on an AS/400 server, how to set up Network Neighborhood to access your AS/400 and make sure

your AS/400 files are secure, techniques to use data transfer to transfer data between PCs and the AS/400, how to automate the process, how to unlock the secrets of CCSIDs so that the AS/400 data is properly decoded, the advantagesand disadvantages of using FTP with TCP/IP rather CA/400 download, and the 11 FTP commands and how they are used.

Provide an accessible approach to theory and practice with this new edition updated to comprehensively cover recent IT developments and the latest Caribbean curricula for Forms 1 to 3 (Grades 7 to 9). - Consolidate learning through a range of question types such as Multiple Choice, True or False, Short Answer and a fun Crossword puzzle. - Build critical thinking and project work skills with research and STEM projects using real life situations. - Develop understanding with new topics covered such as computer ethics, algorithm development, emerging careers. The answers can be found here: www.hoddereducation.co.uk/interactanswers

This book demonstrates some of the ways in which Microsoft Excel® may be used to solve numerical problems in the field of physics. But why use Excel in the first place? Certainly, Excel is never going to out-perform the wonderful symbolic algebra tools tha

The ultimate handbook for Excel analysts who need reporting solutions using Access Excel and Access are intended to work together. This book offers a comprehensive review of the extensive analytical and reporting functionality that Access provides and how it enhances Excel reporting functions. Sales managers, operations analysts, administrative assistants, office managers, and many others who rely heavily on data can benefit from learning to integrate Excel and Access, and this book shows you how. Coverage includes: Data Analysis in Access & the Basics of Access Beyond Select Queries Transforming Your Data with Access Working with Calculations and Dates Performing Conditional Analysis Adding Dimension with Subqueries and Domain Aggregate Functions Running Descriptive Statistics in Access Scheduling and Running Batch Analysis Leveraging VBA to Enhance Data Analysis Reports, Dashboards, and Visualization in Access Presenting Data with Access Reports Using Pivot Tables and Pivot Charts in Access Enhancing Queries and Reports with Visualizations Advanced Excel and Access Integration Techniques Getting Access Data into Excel Using VBA to Move Data between Excel and Access Exploring Excel and Access Automation Integrating Excel and Access with XML Integrating Excel and Other Office Applications Access VBA Fundamentals Understanding and Using SQL and more! The Excel Analyst's Guide to Access helps you get more from both applications. Note: CD-ROM/DVD and other supplementary materials are not included as part of eBook file.

Microsoft Excel and Access IntegrationWith Microsoft Office 2007John Wiley & Sons

This book is a no-nonsense guide for Office users who have a SharePoint environment deployed. Written by the person responsible for large SharePoint deployment – his role is helping desktop users integrate and use SP features seamlessly – our author takes users through working with their familiar Office applications and leveraging SharePoint on the backend. This is different than using SharePoint; it's about putting Office to work and integrating it with SharePoint in such a way that even more benefits and synergies are realized. It's about using Office and SharePoint as a platform, and there is no other book on the market combining the two products.

PROBLEM-SOLVING CASES IN MICROSOFT ACCESS AND EXCEL, 13th Annual Edition, helps you effectively apply the Access database management system and Excel spreadsheet to analyze and solve real-world business problems. Six user-friendly tutorials build your practical knowledge as they walk you step-by-step through each software application's capabilities, while 12 all-new case studies present scenarios and problems common in today's business practice. In addition, a skill-building integration feature enables you to use Access and Excel together on cases, making this the most

up-to-date, practical guide for these widely used software programs. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Mingle is a book that gives you powerful insight into how Microsoft Office programs can easily be used together for maximum efficiency. For example, did you know that you can create an Excel chart in a Word document without ever opening the Excel program? Or, if your worksheet or chart is already created in Excel, it may be linked to a Word, PowerPoint or Access file so when changes are made to the Excel file, the changes are also reflected in the linked documents. And, you can easily export a PowerPoint presentation as a Word outline or convert a Word outline to a PowerPoint slide show. Mail Merge is one of Word's most powerful features; what makes it even better is the ability to merge data from an Excel workbook or an Access database to create labels, email messages, and more. Come explore the possibilities!

Experience learning made easy-and quickly teach yourself how to use Microsoft SharePoint Foundation to enable effective team collaboration. With Step By Step, you set the pace-building and practicing the skills you need, just when you need them! Build your own SharePoint site with easy-to-use templates Create lists and libraries to store information Add discussion boards, wikis, and blogs Set up Document and Meeting Workspaces for easy collaboration Share calendars, contacts, and data from Microsoft Office programs Customize your pages with Web Parts Your all-in-one learning experience includes: Files for building skills and practicing the book's lessons Plus other resources on the Web

Master the art of loading external data into Excel for use in reporting, charting, dashboarding, and business intelligence. This book provides a complete and thorough explanation of Microsoft Excel's Get and Transform feature set, showing you how to connect to a range of external databases and other data sources to find data and pull that data into your local spreadsheet for further analysis. Leading databases are covered, including Microsoft Azure data sources and web sources, and you will learn how to access those sources from your Microsoft Excel spreadsheets. Getting data into Excel is a prerequisite for using Excel's analytics capabilities. This book takes you beyond copying and pasting by showing you how to connect to your corporate databases that are hosted in the Azure cloud, and how to pull data from Oracle Database and SQL Server, and other sources. Accessing data is only half the problem, and the other half involves cleansing and rearranging your data to make it useful in spreadsheet form. Author Adam Aspin shows you how to create datasets and transformations. For advanced problems, there is help on the M language that is built into Excel, specifically to support mashing up data in support of business intelligence and analysis. If you are an Excel user, you won't want to be without this book that teaches you to extract and prepare external data ready for use in what is arguably the world's leading analytics tool. What You Will Learn Connect to a range of external data, from databases to Azure sources Ingest data directly into your spreadsheets, or into PowerPivot data models Cleanse and prepare external data so it can be used inside Excel Refresh data quickly and easily to always have the latest information Transform data into ready-to-use structures that fit the spreadsheet format Execute M language functions for complex data transformations Who This Book Is For Excel users who want to access data from external sources—including the Microsoft Azure

platform—in order to create business intelligence reporting, dashboards, and visualizations. For Excel users needing to cleanse and rearrange such data to meet their own, specific needs.

An introduction to Microsoft Access for Windows 95 to be used either as a stand alone text or as a component of a course covering multiple application software packages. Topics include creating a database, querying a database, and maintaining a database.

A guide to PowerPivot and Power Query no data cruncher should be without! Want to familiarize yourself with the rich set of Microsoft Excel tools and reporting capabilities available from PowerPivot and Power Query? Look no further! Excel PowerPivot & Power Query For Dummies shows you how this powerful new set of tools can be leveraged to more effectively source and incorporate 'big data' Business Intelligence and Dashboard reports. You'll discover how PowerPivot and Power Query not only allow you to save time and simplify your processes, but also enable you to substantially enhance your data analysis and reporting capabilities. Gone are the days of relatively small amounts of data—today's data environment demands more from business analysts than ever before. Now, with the help of this friendly, hands-on guide, you'll learn to use PowerPivot and Power Query to expand your skill-set from the one-dimensional spreadsheet to new territories, like relational databases, data integration, and multi-dimensional reporting. Demonstrates how Power Query is used to discover, connect to, and import your data Shows you how to use PowerPivot to model data once it's been imported Offers guidance on using these tools to make analyzing data easier Written by a Microsoft MVP in the lighthearted, fun style you've come to expect from the For Dummies brand If you spend your days analyzing data, Excel PowerPivot & Power Query For Dummies will get you up and running with the rich set of Excel tools and reporting capabilities that will make your life—and work—easier.

MODERN BUSINESS STATISTICS, 5E allows students to gain a strong conceptual understanding of statistics with a balance of real-world applications and a focus on the integrated strengths of Microsoft Excel 2013. To ensure student understanding, this best-selling, comprehensive text carefully discusses and clearly develops each statistical technique in a solid application setting.Microsoft Excel 2013 instruction, which is integrated in each chapter, plays an integral part in strengthening this edition's applications orientation. Immediately after each easy-to-follow presentation of a statistical procedure, a subsection discusses how to use Excel to perform the procedure. This integrated approach emphasizes the applications of Excel while focusing on the statistical methodology. Step-by-step instructions and screen captures further clarify student learning.A wealth of timely business examples, proven methods, and additional exercises throughout this edition demonstrate how statistical results provide insights into business decisions and present solutions to contemporary business problems. High-quality problems noted for their unwavering accuracy and the authors' signature problem-scenario approach clearly show how to apply statistical methods to practical business situations. New case problems and self-tests allow students to challenge their personal understanding. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

Readers learn how businesses use spreadsheets and databases in accounting today with USING EXCEL & ACCESS FOR ACCOUNTING 2016. This step-by-step book uses numerous

screen images to explain how to use these tools most effectively to solve real accounting problems. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

This book covers introductory Word, Excel, Access, and PowerPoint, with additional sections on integrating those applications, as well as a Windows 8 workshop. Ideal for business courses. Real world problem solving for business and beyond The Your Office series prepares students to use both technical and soft skills in the real world. Hands-on technical content is woven into realistic business scenarios and focuses on using Microsoft Office® as a decision-making tool. The series features a unique running business scenario that connects all of the cases together and exposes students to using Office to solve problems relating to business areas like finance and accounting, production and operations, sales and marketing. Each chapter introduces a realistic business case for students to complete via hands-on steps that are easily identified in blue shaded boxes. Each blue box teaches a skill and comes complete with video and interactive support. Chapters are grouped into Business Units, which collectively illustrate a specific set of business concepts to achieve AACSB-related outcomes. Each Business Unit ends with a Capstone section, testing students' ability to apply concepts and skills beyond a single chapter. Note: You are purchasing a standalone product; MyITLab does not come packaged with this content. Students, if interested in purchasing this title with MyITLab, ask your instructor for the correct package ISBN and Course ID. Instructors, contact your Pearson representative for more information.

Although many people rarely go from Excel into Access or vice versa, you should know that Microsoft actually designed these applications to work together. In this book, you'll discover how Access benefits from Excel's flexible presentation layer and versatile analysis capabilities, while Access's relational database structure and robust querying tools enhance Excel. Once you learn to make the two work together, you'll find that your team's productivity is the real winner.

A part of the Shelly Cashman series, this text offers the essential concepts and techniques combining a project-oriented, step-by-step approach needed to integrate the applications of Microsoft Office XP and the World Wide Web.

The smart way to learn Microsoft SharePoint 2013—one step at a time! Experience learning made easy—and quickly teach yourself how to boost team collaboration with SharePoint 2013. With Step by Step, you set the pace—building and practicing the skills you need, just when you need them! Customize your team site's layout, features, and apps Manage and share ideas, documents, and data Capture and organize content into lists and libraries Automate business processes with built-in workflows Use social features to communicate and collaborate Publish content using enhanced web content management

Web sites, collaboration, document management, paperless offices—we want it all in business today, but how do we achieve all of these goals? More importantly, if you work for one of the millions of small-to-medium-sized businesses, how do you find the time to build the expertise necessary to reach these goals? Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively. You need a guide that demonstrates a platform that small-to-medium-sized businesses can use to reach these goals. Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with. Together with SharePoint 2010, users can achieve goals like web sites with a consistent single view, improved collaboration within their organization, and better document management, and may even get one step closer to the paperless office we've been promised for years. This book has topics for Office users of all skill levels, from those just starting to use Office tools to experienced power users. It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic-based

office environment.

office environment.