



## Access 2007: The Missing Manual

By MacDonald, Matthew

O'Reilly Media, 2007. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: The Missing Credits Introduction Part One: Storing Information in Tables Chapter 1. Creating Your First Database Understanding Access Databases Getting Started Creating a New Database Understanding Tables Creating a Simple Table Editing a Table Saving and Opening Access Databases Making Backups Saving a Database with a Different Name or Format Opening a Database Opening More Than One Database at Once Opening a Database Created in an Older Version of Access Creating Another Database The Navigation Pane Browsing Tables with the Navigation Pane Managing Database Objects Chapter 2. Building Smarter Tables Understanding Data Types Design View Organizing and Describing Your Fields How Updates Work in Design View Access Data Types Text Memo Number Currency Date/Time Yes/No Hyperlink Attachment AutoNumber The Primary Key Creating Your Own Primary Key Field Six Principles of Database Design 1. Choose Good Field Names 2. Break Down Your Information 3. Include All the Details in One Place 4. Avoid Duplicating Information 5. Avoid Redundant Information 6. Include an ID Field Chapter 3. Mastering the Datasheet: Sorting, Searching, Filtering, and More Datasheet Customization Formatting the Datasheet Rearranging Columns Resizing Rows and...



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