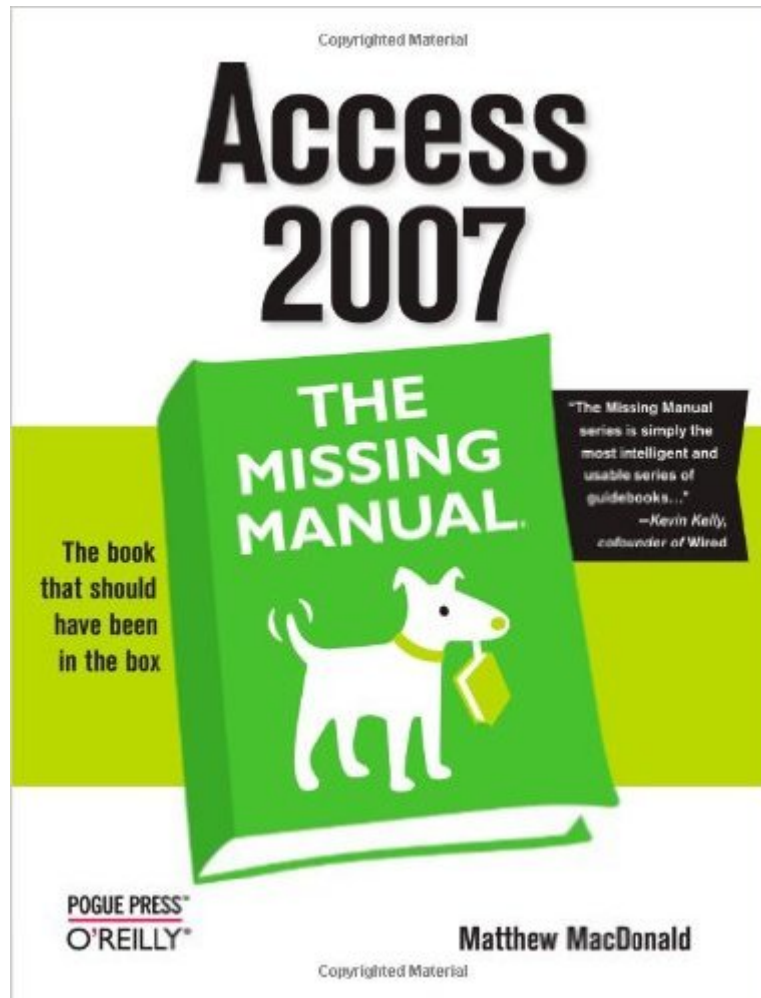


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# Access 2007: The Missing Manual



## Synopsis

Compared to industrial-strength database products such as Microsoft's SQL Server, Access is a breeze to use. It runs on PCs rather than servers and is ideal for small- to mid-sized businesses and households. But Access is still intimidating to learn. It doesn't help that each new version crammed in yet another set of features; so many, in fact, that even the pros don't know where to find them all. Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95. Most obvious is the thoroughly redesigned user interface, with its tabbed toolbar (or "Ribbon") that makes features easy to locate and use. The features list also includes several long-awaited changes. One thing that hasn't improved is Microsoft's documentation. To learn the ins and outs of all the features in Access 2007, Microsoft merely offers online help. Access 2007: The Missing Manual was written from the ground up for this redesigned application. You will learn how to design complete databases, maintain them, search for valuable nuggets of information, and build attractive forms for quick-and-easy data entry. You'll even delve into the black art of Access programming (including macros and Visual Basic), and pick up valuable tricks and techniques to automate common tasks -- even if you've never touched a line of code before. You will also learn all about the new prebuilt databases you can customize to fit your needs, and how the new complex data feature will simplify your life. With plenty of downloadable examples, this objective and witty book will turn an Access neophyte into a true master.

## Book Information

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## Customer Reviews

This book teaches you how to design and maintain databases, search them for information, and build attractive forms using the new version of Access. There's also material on Access programming for automating common tasks. Access 2007 is quite a bit different from previous versions, and has a brand new interface. Once you master Access's new style, you'll be able to build databases rather quickly. The problem is that with Office 2007, you get no printed user guide at all. To learn about the thousands of features included in the software, Microsoft expects you to read the online help. The Microsoft help screens are helpful if you're looking for a quick description of something. If you're seeking information more on the art than science of Access, such as chart creation, you'll find nothing of real use there. This book excels at teaching aspects of Access that involve more wisdom than dictionary definition. This book is divided into seven parts, each containing several chapters:

Part One: Storing Information in Tables. In this part, you'll build your first database and learn how to add and edit tables that store information. Then you'll pick up the skills you need to stop mistakes before they happen, browse around your database, and link tables together.

Chapter 1. Creating Your First Database  
Chapter 2. Building Smarter Tables  
Chapter 3. Mastering the Datasheet: Sorting, Searching, Filtering, and More  
Chapter 4. Blocking Bad Data  
Chapter 5. Linking Tables with Relationships

Part Two: Manipulating Data with Queries. In this part, you'll build queries, apply changes, and summarize vast amounts of information.

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By: Matthew McDonald  
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Pages: 751

This book is light reading. The style is light and easy to enjoy. The author is definitely a wordsmith and has total control over the tone of the book. Some of the chapters start with non issues to people interested in Access, but this seems to be his writing style: a neutral or buffered start so you do not bolt before you get into that chapter. This book is heavy reading. After a few paragraphs of light introduction, each sentence is packed with actions to take, issues to ponder, tables to study, and much more. The actions to take could not be done in one night. Look forward to a week, at least.

Annoying things for me:

1. His use of 's. Code's means "code is" and not "code's use" in the sentence [not the possessive but the contraction]. This happens all the way through the book, so heads up.
2. His use of double negatives. I found it harder to concentrate on the meaning when there was no evidence that it was not found [see what I mean?]. "no reason you can't get a little fancier" [page 531]. Why

not just say: You could get a little fancier? You could get a little fancier within reason? This happens all the way through the book, so heads up.

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