Making Microsoft® Access Work For You

Learn how to build a solid, secure & scalable database from start to finish with Microsoft Access and hit the ground running! Even if you've just started with Access, this workshop will bring you up to speed faster than you ever thought possible … without the frustration and mistakes! Even if you've been using Access, but you know you've only scratched the surface of its powerful possibilities. In this Success Series Seminar, you'll grasp advanced Access tools that are just waiting to be used. You'll get beyond the basics and learn how to accomplish countless functions faster and easier … with greater clarity and understanding. So, stop working harder instead of smarter. There are easier and better ways to use Access … if you don't have the time or knowledge to sift through and find the tricks and shortcuts yourself. This seminar is for you! You'll discover the real magic of Access — including innovative features

WHAT YOU WILL COVER

- ★ Step by step, how to alter "canned" reports to look like custom-programmed output
- ★ Spreadsheet or database? A clever technique to do both at the same time!
- ★ Data entry mistakes … how to prevent them — no matter how many people are involved
- ★ How to filter out all of the information you don't need … and highlight the data you want to see
- ★ Little-known tips that cut keyboarding time in half

HOW YOU WILL BENEFIT

- ★ How to share data with others … without ever risking the safety of your original data
- ★ No mystery queries! Simple "checkpoints" that make it easy to produce even complex queries
- ★ How to protect your data at every turn … and even recover accidentally deleted data!
- ★ Tricks to get Access to literally do your job for you!
- ★ A simple method to cut even giant databases down to size and make them easier and faster to work with

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