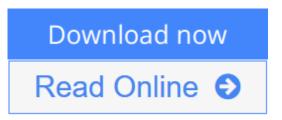


New Perspectives on Microsoft Access 2013, Comprehensive

By Joseph J. Adamski, Kathy T. Finnegan, Sharon Scollard



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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 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.

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Editorial Review

Review

Managing Your Files. Tutorial 1: Creating a Database. Tutorial 2: Building a Database and Defining Table Relationships. Tutorial 3: Maintaining and Querying a Database. Tutorial 4: Creating Forms and Reports. Tutorial 5: Creating Advanced Queries and Enhancing Table Design. Tutorial 6: Using Form Tools and Creating Custom Forms. Tutorial 7: Creating Custom Reports. Tutorial 8: Sharing, Integrating, and Analyzing Data. Tutorial 9: Using Action Queries and Advanced Table Relationships. Tutorial 10: Automating Tasks with Macros. Tutorial 11: Using and Writing Visual Basic for Applications Code. Tutorial 12: Managing and Sharing a Database. Additional Cases. Appendix A: Relational Databases and Database Design.

About the Author

Joseph J. Adamski spent 12 years as a computer professional at aerospace and financial services companies and is an Associate Professor Emeritus at Grand Valley State University. He has worked as a computer professional and educator for over 40 years with a special interest in database management and personal uses of databases.

Kathleen Finnegan is a co-author on New Perspectives on Microsoft Access and has edited and managed many other successful textbooks on Microsoft applications for Cengage Learning's Course Technology. She has taught various computer courses for corporate training and high-tech companies and has developed courseware as both a technical writer and editor, with over 20 years of experience in this field.

Sharon Scollard is a professor in the Faculty of Engineering Technology at Mohawk College of Applied Arts and Technology in Hamilton, Ontario, Canada. She's been teaching computing technologies for over 25 years, and particularly enjoys teaching Web technologies.

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