Absolute Beginner's Guide to Microsoft Office Access 2003

Susan Sales Harkins, Mike Gunderloy

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Microsoft Access 11 is a powerful, relational database software package that makes it easier for you to create and manage complex databases. With Access, you can create a database quickly from scratch or by using and Access database Wizard. Once you¿ve created your database, Access provides all the tools you need to enter and manipulate data. Using Access, you can do the following:

- Quickly start a new database by using the Database Wizard.
- Create tables from scratch or by using a Wizard.
- Add and edit database information by using both tables and forms.
- Manipulate data in a number of tables by using queries and reports.

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