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through instructor led or self paced step by step instruction individuals learn how to manage database objects create macros and graphics reports understand modules and maintain a database

the i series leads the student through clear error free and unambiguous steps to accomplish tasks that produce a finished document work sheet or database table the approach is not simply results oriented teaching how to accomplish a task is not enough for complete understanding and mastery prior to introducing steps the authors discuss why each step is important and what roll all the steps play in the overall plan for creating a document workbook or database the i series applications textbooks strongly emphasize that students learn and master applications skills by being actively engaged by doing

help users master computer skills quickly and easily with this colorful highly visual illustrated course guide for access 2003

the select series microsoft r office xp select s easy to follow step by step approach lays the groundwork for students to have early success with office xp and to gain the confidence they need to apply their skills to text projects and cases as well as to everyday work challenges the practical running case and the clear instructions guide students to mastering office xp in the classroom and beyond select is certified to the core and expert levels giving students the full range of competencies in office xp

designed for students with basic access skills this highly visual step by step text is perfect for people who want more in depth coverage of access 9x this text covers advanced features such as creating macros and maintaining a database www exercises take advantage of the new integration

through instructor led or self paced step by step instruction individuals learn how design create edit and analyze databases using microsoft access 2002

the goal of the o leary series is to give students a basic understanding of computing concepts and to build the skills necessary to ensure that information technology is an advantage in whatever career they choose in life the o leary microsoft office 2003 texts are crafted to be the true step by step way for students to develop microsoft office application skills the text design emphasizes step by step instructions with full screen captures that illustrate the results of each step performed each tutorial chapter combines conceptual coverage with detailed software specific instructions a running case that is featured in each tutorial highlights the real world applications of each software program and leads students step by step from problem to solution

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part of the shelly cashman series this comprehensive text offers a step by step screen by screen approach that goes beyond the basics to teach students introductory and advanced topics of microsoft access 2000 coverage of such microsoft access 2000 topics as maintaining and querying a database to creating custom toolbars menus writing visual basic code and more this text includes nine complete projects that cover beginning and advanced microsoft access 2000 skills

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benchmark series microsoft access 2010 level 2 builds students intermediate to advanced skills in access 2010 and helps develop critical thinking and decision making skills case study assessments at chapter and unit levels test students abilities to solve problems

independentlyprojects based approach creates a realistic context for learning practical skills

microsoft access 2000 at a glance gives readers a fast easy visual way to solve problems and get work done with the latest version of microsoft s powerful relational database management system this reference title delivers concise answers and is an ideal desk side companion for users who need quick problem solving information

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