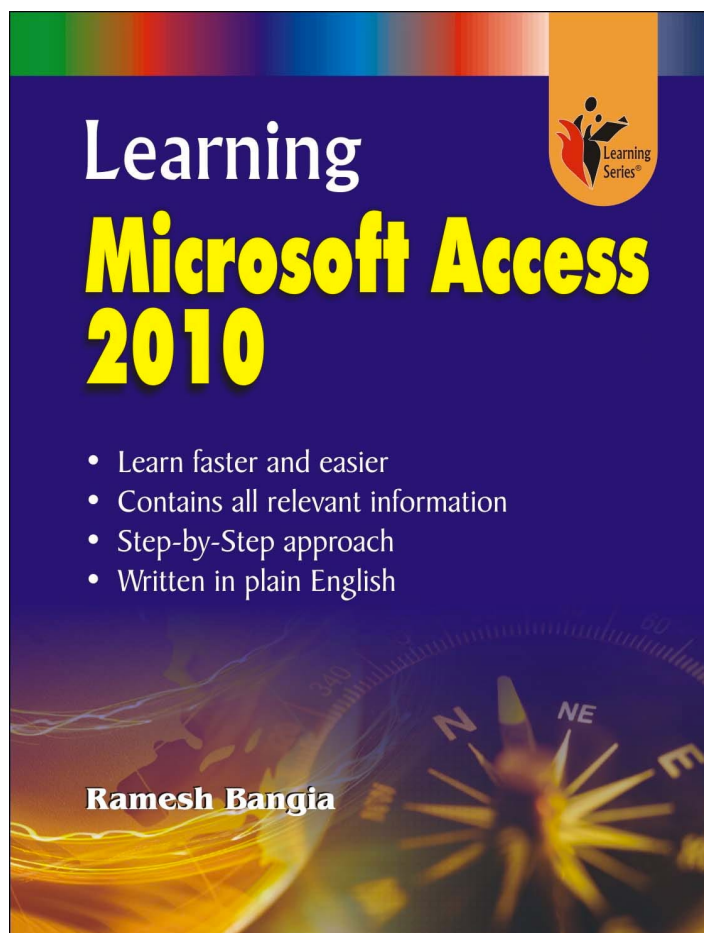




Learning Microsoft Access 2010

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Product Description

The complete Learning Series has been designed in a very systematic and logical manner. Each topic has been developed from the basic concepts. Practically every major point in the text is illustrated with suitable examples and screen shots. This will help the students in understanding the basic theory and train them in solving every problem systematically, and confidently. A large number of unsolved as well as solved exercises have also been included in the book. Microsoft access 2010 is a database program especially for the users who have to work on database, their creation, editing and then working on it to get the most out of the data. Each factor of database, like Table, Query, Form, etc, are dealt with in details. The language of the text of the book is lucid, direct and easy-to understand. Each chapter is laced with various diagrams wherever possible. Creation of each like database, table, form etc, has been explained extensively. Tips for working faster using the keyboard shortcuts are also provided.

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Chapter 1: Introduction to Microsoft Office 2010. **Chapter 2:** What's New in Microsoft Access 2010. **Chapter 3:** Introduction to Relational Database. **Chapter 4:** Creating a Database in Microsoft Access 2010. **Chapter 5:** Creating a Table in Microsoft Access 2010. **Chapter 6:** Creating a Form in Microsoft Access 2010. **Chapter 7:** Creating a Query in Microsoft Access 2010. **Chapter 8:** Creating a Report in Microsoft Access 2010. **Chapter 9:** Expressions in Microsoft Access 2010. **Chapter 10:** Microsoft Access 2010 Specifications. **Chapter 11:** Keyboard Shortcuts of Microsoft Access 2010. **Chapter 12:** Questions.

Author

Ramesh Bangia For the last fifteen years, Ramesh Bangia, has been writing computer books on various topics. He has written books for Schools. Training Institutes, Technical Universities, Distance Education Programs, Colleges and General. His tally of books exceeds 500 in number. Trained both in India and Abroad and having studied at IIT Delhi, he becomes automatic choice for most of the publishers in India. Though based in Delhi, his books are popular all over India and are even exported to Middle East and African countries.

