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Working with report propertiesInserting a control into a report; Conditional formatting; Sizing reports; Moving controls in Access; Publishing reports; Sorting and grouping options; Adding calculations to reports; Launching reports; Creating a subreport; 12 Access queries; Sorting in Access; Filtering in Access; Queries; Entering data; Query properties; Access relationships; 13 Data clean-up in Access; Prevention is the best cure; Extra characters; Access data upload errors; ISSN issues; 14 Access - combining data; Combining data from one or more data sources; Query with a sum
Types of operatorsTotals queries; Parameter queries; Action queries; Update queries; Delete queries; Make-Table queries; Append queries; PivotTable queries; SQL in Access; Parameter Queries in SQL; Export data to Excel; Finding unique values in a dataset; Matching on ISSN; 15 Strategies for missing data; Resources are missing ISBNs; Resources are missing ISSNs; Richard Jackson's OCLC look-up strategy; 16 Qualitative data; The definition of qualitative data; Qualitative data is valuable; Types of qualitative data; Qualitative data techniques; SWOT analysis; Tools; The whole picture; 17 ROI
18 Data collection and analysis

Sommario/riassunto	Data use in the library has specific characteristics and common problems. Data Clean-up and Management addresses these, and provides methods to clean up frequently-occurring data problems using readily-available applications. The authors highlight the importance and methods of data analysis and presentation, and offer guidelines and recommendations for a data quality policy. The book gives step-by-step how-to directions for common dirty data issues. Focused towards libraries and practicing librariansDeals with practical, real-life issues and addresses common problems th