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Nota di contenuto	Microsoft Access 2013 For Dummies; About the Authors; Contents at a Glance; Table of Contents; Introduction; About This Book; Conventions Used in This Book; What You Don't Have to Read; Foolish Assumptions; How This Book Is Organized; Icons Used in This Book; Where to Go from Here; Part I: Getting Started with Access 2013; Chapter 1: Access 2013 Basic Training; What Is Access Good For, Anyway?; What's New in Access 2013?; How Access Works and How You Work with It; Now What?; Chapter 2: Navigating the Access Workspace; Diving Right In; Working with Onscreen Tools in Access Customizing the Access Workspace Mousing Around; Navigating Access with the Alt Key; Chapter 3: Database Basics; Database Lingo; Field Types and Uses; Choosing Between Flat and Relational Databases; Building a Database; Adding and Removing Tables; Part II: Setting the Table; Chapter 4: Table Tune Ups; The Primary Key to Success; Making Tables Get Along; Building Table Relationships; Indexing for Faster Queries; Chapter 5: Remodeling Your Data; Opening a Table for Editing; Inserting Records and Fields; Modifying Field Content; Name-Calling; Turn Uh-Oh! into Yee-Hah! Chapter 6: Types, Masks, and Triggers Access Table Settings; Field Data Formats; Gaining Control of Data Entry; Give Your Fingers a Mini Vacation by Default; Part III: Data Management Mania; Chapter 7: A

Form for All Reasons; Generating Forms; Customizing Form Parts;
Chapter 8: Importing and Exporting Data; Retrieving Data from Other
Sources; Hit the Road, Data; Chapter 9: Automatic Data Editing; Please
Read This First!; Creating Consistent Corrections; Using Queries to
Automate the Editing Process; Chapter 10: Access and the Web; How
Access Works with the Web; Understanding Office 365
Meet the Custom Web App Click! Using Hyperlinks in Your Access
Database; Embedding Web Content into Your Access Forms; Publishing
Your Data to the Web; Part IV: Ask Your Data, and Ye Shall Receive
Answers; Chapter 11: Finding, Filtering, and Sorting Your Data - Fast;
Using the Find Command; Sorting from A to Z or Z to A; Fast and
Furious Filtering; Chapter 12: I was Just Asking...for Answers; Simple (Yet
Potent) Filter and Sort Tools; Select Queries; Getting Your Feet Wet
with Ad Hoc Queries; Chapter 13: I Want These AND Those OR Them;
Working with AND and/or OR
Combining AND with OR and OR with AND Chapter 14: Number
Crunching with the Total Row; Kissing That Calculator Goodbye via the
Total Row; Adding the Total Row to Your Queries; Giving the Total Row
a Workout; Creating Your Own Top-Ten List; Choosing the Right Field
for the Summary Instruction; Chapter 15: Express Yourself with
Formulas; A Simple Calculation; Complex Calculations; Hooray for the
Expression Builder; Chapter 16: Take Charge with Action Queries; Easy
Update; Add Records in a Flash; Quick Cleanup; Part V: Simple and
Snazzy Reporting; Chapter 17: Fast and Furious Automatic Reporting
Quick and Not-So-Dirty Automatic Reporting

Sommario/riassunto

The easy guide to Microsoft Access returns with updates on the latest version! Microsoft Access allows you to store, organize, view, analyze, and share data; the new Access 2013 release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. Access 2013 For Dummies covers all the new features of the latest version of Access and serves as an ideal reference, combining the latest Access features with the basics of building usable databases. You'll learn how to create an app from the Welcome screen, get support
