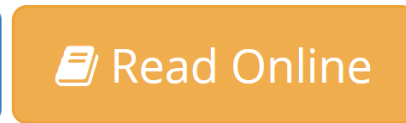# Access 2013 Absolute Beginner's Guide

By Alison Balter

Access 2013 Absolute Beginner's Guide By Alison Balter

Make the most of Access 2013—*without* becoming a technical expert! This book is the fastest way to master Access and use it to build powerful, useful databases of all kinds—even web application databases! Even if you've never used Access before, you'll learn how to do what you want, one incredibly clear and easy step at a time. Access has never, ever been this simple!

Who knew how simple Access® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new Access 2013 database program… simple, reliable instructions for doing everything you really
want to do! Here's a small sample of what you'll learn:

•   Create tables to efficiently store and navigate your data
•   Build queries that retrieve exactly the information you want
•   Design intuitive forms that help your users work more efficiently
•   Build reports that answer key questions intuitively and visually
•   Learn easy techniques for designing more reliable databases
•   Work faster with AutoForms, AutoReports, and other shortcuts
•   Automate repetitive tasks and build more polished databases with macros
•   Share Access data with Excel, SQL Server, and other applications
•   Solve complex problems with advanced query, form, and reporting techniques
•   Build modern web databases that serve users through browsers
•   Run your database on the cloud through Microsoft Office 365
•   Construct a complete database application from start to finish
•   And much more…

Alison Balter**,** President of InfoTech Services Group, Inc., has spent 25 years training and consulting on Microsoft Access and related applications with top organizations such as Cisco, Shell, Accenture, Northrop, the U.S. Drug Enforcement Administration, Prudential, Transamerica, Fox Broadcasting, and the U.S. Navy. She travels throughout North America delivering seminars on Access and has authored 14 books and videos for Pearson, including *Microsoft Access 2010 LiveLessons* and *Alison Balter's Mastering Access 2007 Development*. She is past president of the Independent Computer Consultants Association of Los Angeles.

Category: Databases

Covers: Microsoft® Access® 2013

User Level: Beginning

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Editorial Review

About the Author

Alison Balter is the president of InfoTech Services Group, Inc., a computer consulting firm based in Newbury Park, California. Alison is a highly experienced independent trainer and consultant specializing in Windows applications training and development. During her 28 years in the computer industry, she has trained and consulted with many corporations and government agencies. Since Alison founded InfoTech Services Group, Inc. (formerly Marina Consulting Group) in 1990, its client base has expanded to include major corporations and government agencies such as Cisco, Shell Oil, Accenture, Northrop, the U.S. Drug Enforcement Administration, Prudential Insurance, Transamerica Insurance, Fox Broadcasting, the U.S. Navy, the University of Southern California , Massachusetts Institute of Technology, and others.

Alison is the author of more than 300 internationally marketed computer training videos and CD-ROMs, including 18 Access 2000 videos, 35 Access 2002 videos, 15 Access 2003 videos, 14 Access 2007 User Videos, and 18 Access 2007 Developer Videos. Alison travels throughout North America giving training seminars on Microsoft Access, Microsoft SQL Server, and Visual Basic for Applications. Alison is also the author of 13 books published by Sams Publishing: *Alison Balter's Mastering Access 95 Development, Alison Balter's Mastering Access 97 Development, Alison Balter's Mastering Access 2000 Development, Alison Balter's Mastering Access 2002 Desktop Development, Alison Balter's Mastering Access 2002 Enterprise Development, Alison Balter's Mastering Microsoft Access Office 2003, Teach Yourself Microsoft Office Access 2003 in 24 Hours, Access Office 2003 in a Snap, Alison Balter's Mastering Access 2007 Development,* three e-books on Microsoft Access 2007, and *Teach Yourself SQL Express 2005 in 24 Hours.* Alison is a co-author of three Access books published by Sams Publishing: *Essential Access 95, Access 95 Unleashed, Access 97 Unleashed, and Using Microsoft Access 2010.*

An active participant in many user groups and other organizations, Alison is a past president of the Independent Computer Consultants Association of Los Angeles and of the Los Angeles Clipper Users' Group. She served as president of the Ventura County Professional Women's Network for 2 years.
Alison's firm, InfoTech Services Group, Inc., is available for consulting work and onsite training in Microsoft Access, Visual Studio .NET, and SQL Server, as well as for Windows Server 2008, Windows Vista, Windows XP, Windows 7, Windows 8, PC networking, and Microsoft Exchange Server. You can contact Alison by email at Alison@TechIsMyThing.com, or visit the InfoTech Services Group website at http://www.TechIsMyThing.com.

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