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critical thought, and personalization. With these enhancements and more, the Shelly Cashman Series continues to deliver the most effective educational materials for you and your students. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Completely updated guide for students, scientists and engineers who want to use Microsoft Excel 2013 to its full potential. Electronic spreadsheet analysis has become part of the everyday work of researchers in all areas of engineering and science. Microsoft Excel, as the industry standard spreadsheet, has a range of scientific functions that can be utilized for the modeling, analysis and presentation of quantitative data. This text provides a straightforward guide to using these functions of Microsoft Excel, guiding the reader from basic principles through to more complicated areas such as formulae, charts, curve-

fitting, equation solving, integration, macros, statistical functions, and presenting quantitative data. Content written specifically for the requirements of science and engineering students and professionals working with Microsoft Excel, brought fully up to date with the new Microsoft Office release of Excel 2013. Features of Excel 2013 are illustrated through a wide variety of examples based in technical contexts, demonstrating the use of the program for analysis and presentation of experimental results. New to this edition: The Backstage is introduced (a new Office 2013 feature); all the 'external' operations like Save, Print etc. are now in one place The chapter on charting is totally revised and updated - Excel 2013 differs greatly from earlier versions Includes many new end-of-chapter problems Most chapters have been edited to improve readability If you wish to prepare for Microsoft Certification Exam 77-424: Microsoft Office Access 2013, this course will help you

build the skills and knowledge you need. With this comprehensive, performance-based certification preparation online program, you can build and validate your business computer skills using Microsoft Access 2013 software. You'll cover basic through advanced topics. Upon completion, you'll be prepared to earn your certification and gain an important edge in today's competitive job market. The Microsoft Access 2013 Certification Training Program is part of the Microsoft Business Certification program: Microsoft Office Specialist (MOS). MOS certification is the globally recognized standard for validating expertise with the Microsoft Office 2013 suite. Students who wish to prepare for Microsoft Certification Exam 77-424: Microsoft Office Access 2013 will find beginning through advanced lessons that demonstrate these required MOS topics. This illustrated guide covers all the basics of Microsoft Access 2013 for database management. The

reader will learn how to: create new databases; create tables, records, forms, queries and reports; modify tables; specify data types and field properties; edit, find, sort and filter records; create table relationships; modify form; add, delete, edit, find and filter records; create queries; sort results; add criteria; employ Boolean operators; find duplicate records; create update queries and delete queries; format reports; create mailing labels, and much more. Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items. A guide for Access power users and developers explains how to use the SQL server to configure MSDE, build stored procedures, convert applications, improve server security, and build Access interfaces. This study guide helps readers prepare for the Microsoft Office Specialist Access 2016 certification. A GUIDE TO SQL, 8E, continues to be the essential SQL reference. It builds on the

success of previous editions by presenting basic SQL commands in the context of a running case in which a business uses SQL to manage orders, parts, customers, and sales reps. The book covers the fundamentals of SQL programming using straightforward instruction and extensive hands-on exercises. Continuing with its focus on students learning the basics regardless of the database environment chosen, this edition features examples from the latest databases: Oracle 11g, Access 2007, and MySQL. The eighth edition expands on the use of running case studies by adding a third running case to the extensive hands-on pedagogy at the end of every chapter. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist (MOS) exam, this all-

in-one study guide features: Full, objective-by-objective exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Use the in-depth exam prep, practice, and review to help advance your proficiency with Microsoft Office--and earn the credential that proves it! Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the

ebook version. Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items. Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Healthcare providers, consumers, researchers and policy makers are inundated with unmanageable amounts of information, including evidence from healthcare research. It has become impossible for all to have the time and resources

to find, appraise and interpret this evidence and incorporate it into healthcare decisions. Cochrane Reviews respond to this challenge by identifying, appraising and synthesizing research-based evidence and presenting it in a standardized format, published in The Cochrane Library ([www.thecochranelibrary.com](http://www.thecochranelibrary.com)). The Cochrane Handbook for Systematic Reviews of Interventions contains methodological guidance for the preparation and maintenance of Cochrane intervention reviews. Written in a clear and accessible format, it is the essential manual for all those preparing, maintaining and reading Cochrane reviews. Many of the principles and methods described here are appropriate for systematic reviews applied to other types of research and to systematic reviews of interventions undertaken by others. It is hoped therefore that this book will be invaluable to all those who want to understand the role of systematic reviews, critically

appraise published reviews or perform reviews themselves. *Advances in Surgery Research and Application: 2013 Edition* is a ScholarlyEditions™ book that delivers timely, authoritative, and comprehensive information about Biopsy. The editors have built *Advances in Surgery Research and Application: 2013 Edition* on the vast information databases of ScholarlyNews.™ You can expect the information about Biopsy in this book to be deeper than what you can access anywhere else, as well as consistently reliable, authoritative, informed, and relevant. The content of *Advances in Surgery Research and Application: 2013 Edition* has been produced by the world's leading scientists, engineers, analysts, research institutions, and companies. All of the content is from peer-reviewed sources, and all of it is written, assembled, and edited by the editors at ScholarlyEditions™ and available exclusively from us. You now have a source you can

cite with authority, confidence, and credibility. More information is available at <http://www.ScholarlyEditions.com/>. The perfect book for the many Access users who feel that they still don't 'get' how the program works. Delineates essential pediatric knowledge and skills that will greatly enhance nursing orientation and ongoing education This pocket-sized resource for nurses confronting pediatric emergencies provides immediate access to vital, life-saving information. Ideal for a variety of settings, this guide distills the wisdom of expert pediatric emergency clinicians who provide a wealth of critical information from basic foundational knowledge through red flag presentations and triage. After describing how to best incorporate the guide into practice, the book conveys important contextual information about pediatric developmental stages, anatomy and physiology, and how to communicate effectively with patients and caregivers. This essential resource provides



comprehensive triage content; a combination of concept-based learning, disease pathology, and recognition according to body system; and psychosocial considerations. Additionally, behavioral health issues, congenital cardiac anomalies, and children with unique needs, along with assessments, interventions, critical medications, and selected components of resuscitation are covered. This text provides emergency, urgent care, clinic, school nurses and others, both experienced and inexperienced, with a pocket reference when caring for the pediatric patient. A quick-reference section highlights emergency pediatric procedures and medication administration for at-a-glance information. Chapters contain space for taking notes, inscribing important phone numbers, or pasting facility-specific policies and procedures. Key Features: Concise, pocket-sized, immediate-access format Useful for emergency, urgent care, clinic, school, detention

center, summer camp settings, and others Utilizes a systematic evidence-based approach for the triage, assessment, and identification of appropriate interventions for a variety of clinical presentations Describes nursing pearls and critical concepts of pediatric emergency care Addresses typical vs. atypical patient presentations Provides step-by-step information for pediatric procedures Addresses anatomic and physiologic age-specific considerations applicable to each disease pathology or injury Icons are used throughout the book to quickly direct the user to specific content areas Contains blank note pages for customization In just over a decade, the Web has evolved from an experimental tool for a limited community of technically inclined people into a day-to-day necessity for millions upon millions of users. Today's Web designers must consider not only the content needs of the sites they create, but also the wide range of

additional needs their users may have: for example, those with physical or cognitive disabilities, those with slow modems or small screens, and those with limited education or familiarity with the Web. Bestselling author Sarah Horton argues that simply meeting the official standards and guidelines for Web accessibility is not enough. Her goal is universal usability, and in *Access by Design: A Guide to Universal Usability for Web Designers*, Sarah describes a design methodology that addresses accessibility requirements but then goes beyond. As a result, designers learn how to optimize page designs to work more effectively for more users, disabled or not. Working through each of the main functional features of Web sites, she provides clear principles for using HTML and CSS to deal with elements such as text, forms, images, and tables, illustrating each with an example drawn from the real world. Through these guidelines, Sarah makes a

convincing case that good design principles benefit all users of the Web. In this book you will find: Clear principles for using HTML and CSS to design functional and accessible Web sites Best practices for each of the main elements of Web pages—text, forms, images, tables, frames, links, interactivity, and page layout Seasoned advice for using style sheets that provide flexibility to both designer and user without compromising usability Illustrations of actual Web sites, from which designers can model their own pages Instructions for providing keyboard accessibility, flexible layouts, and user-controlled environments Practical tips on markup, and resources A comprehensive reference to the updated and new features of Access 2013 As the world's most popular database management tool, Access enables you to organize, present, analyze, and share data as well as build powerful database solutions. However, databases can be complex.

That's why you need the expert guidance in this comprehensive reference. Access 2013 Bible helps you gain a solid understanding of database purpose, construction, and application so that whether you're new to Access or looking to upgrade to the 2013 version, this well-rounded resource provides you with a thorough look at everything Access can do. Explains how to create tables, manipulate datasheets, and work with multiple tables Teaches you how to apply the seven-step design method to build databases that are tailored to your needs Covers building forms with wizards, creating bound and unbound forms, and adding data validation Shows you ways to automate query parameters, create functions and subroutines, and add programmed error routines Features a bonus website with content that contains all sourcecode from the book as well as bonus shareware, freeware, trial, demo, and evaluation programs If you are looking for a comprehensive

book on all things Access, look no further than Access 2013 Bible. A comprehensive reference to the updated and new features of Access 2013 As the world's most popular database management tool, Access enables you to organize, present, analyze, and share data as well as build powerful database solutions. However, databases can be complex. That's why you need the expert guidance in this comprehensive reference. Access 2013 Bible helps you gain a solid understanding of database purpose, construction, and application so that whether you're new to Access or looking to upgrade to the 2013 version, this well-rounded resource provides you with a thorough look at everything Access can do. Explains how to create tables, manipulate datasheets, and work with multiple tables Teaches you how to apply the seven-step design method to build databases that are tailored to your needs Covers building forms with wizards, creating bound and unbound forms, and adding data

validation Shows you ways to automate query parameters, create functions and subroutines, and add programmed error routines Features a bonus website with content that contains all source code from the book as well as bonus shareware, freeware, trial, demo, and evaluation programs If you are looking for a comprehensive book on all things Access, look no further than Access 2013 Bible. Your text simplified as the essential facts to prepare you for your exams. Over 2,000 highly probable test items. Presents a guide to the latest version of the database management application, covering such topics as creating databases and tables, setting up queries, producing reports, building forms, and using macros -- Make the most of PowerPoint 2013--without becoming a technical expert! This book is the fastest way to learn PowerPoint and use it to create dynamic, eye-catching presentations that you can deliver in person or on the Web. Even if you've never used

PowerPoint before, you'll learn how to do what you want, one incredibly clear and easy step at a time. PowerPoint has never, ever been this simple! Who knew how simple PowerPoint® 2013 could be? This is the easiest, most practical beginner's guide to using Microsoft's incredibly powerful new PowerPoint 2013 presentation software...simple, reliable instructions for doing everything you really want to do! Here's a small sample of what you'll learn: Quickly move from learning PowerPoint 2013 basics to creating and delivering polished, dynamic presentations Communicate data visually using pictures, shapes, charts, and SmartArt Design sophisticated presentations even faster with themes, variants, and custom layouts Enliven your presentations with animation, audio, and video, including online video from websites such as YouTube Collaborate on presentations using SkyDrive, Microsoft's online file-sharing solution Create MP4 and Windows Media

videos from your PowerPoint presentations Publish and deliver your presentations on the Web Create and edit PowerPoint presentations on the go, using the PowerPoint Web App Access your presentations from a tablet or smartphone Expand the power of PowerPoint with third-party tools And much more... Patrice-Anne Rutledge is a business technology author and consultant who specializes in teaching others to maximize the power of new technologies. Patrice has used—and has trained others to use—PowerPoint for many years, designing presentations for meetings, seminars, trade shows, and worldwide audiences. She is also the author of five previous books about PowerPoint for Pearson Education. She can be reached through her website at [www.patricerutledge.com](http://www.patricerutledge.com).  
Category: Microsoft Office  
Covers: PowerPoint 2013 User  
Level: Beginning "The renal failure and hemodialysis dependent population is increasing worldwide.

Hemodialysis access is the life-line of these patients. Hemodialysis access related surgical and interventional procedures form a major demand to the healthcare services in many developed and developing countries. As such, the proper clinical decision, planning and performance of these procedures will greatly benefit the hemodialysis patients and reduce unnecessary healthcare costs. This book is a practical guide for clinicians and nurses creating, treating or managing hemodialysis accesses for renal failure patients. Basic principles to manage common or difficult situations of hemodialysis access are discussed and illustrative clinical cases are shown as examples. This book is an essential reading material for healthcare professionals in their early phase of developing the hemodialysis access program, while providing useful tips and tricks to established clinicians that will broaden their armamentarium."-- This is the

eBook of the printed book and may not include any media, website access codes, or print supplements that may come packaged with the bound book. Advance your everyday proficiency with Access 2016. And earn the credential that proves it! Demonstrate your expertise with Microsoft Access! Designed to help you practice and prepare for Microsoft Office Specialist (MOS): Access 2016 certification, this official Study Guide delivers:

- In-depth preparation for each MOS objective
- Detailed procedures to help build the skills measured by the exam
- Hands-on tasks to practice what you've learned
- Practice files and sample solutions

Sharpen the skills measured by these objectives:

- Create and manage databases
- Build tables
- Create queries
- Create forms
- Create reports

PMBOK® Guide is the go-to resource for project management practitioners. The project management profession has significantly evolved due to emerging technology, new

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- Reflects the full range of development approaches (predictive, adaptive, hybrid, etc.);
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approach, and industry sector. Authoritative and comprehensive coverage for building Access 2013 Solutions Access, the most popular database system in the world, just opened a new frontier in the Cloud. Access 2013 provides significant new features for building robust line-of-business solutions for web, client and integrated environments. This book was written by a team of Microsoft Access MVPs, with consulting and editing by Access experts, MVPs and members of the Microsoft Access team. It gives you the information and examples to expand your areas of expertise and immediately start to develop and upgrade projects. Explores the new development environment for Access web apps Focuses on the tools and techniques for developing robust web applications Demonstrates how to monetize your apps with Office Store and create e-commerce solutions Explains how to use SQL Server effectively to support both web and client solutions Provides

techniques to add professional polish and deploy desktop application Shows you how to automate other programs using Macros, VBA, API calls and more. Professional Access 2013 Programming is a complete guide on the latest tools and techniques for building Access 2013 applications for both the web and the desktop so that developers and businesses can move forward with confidence. Whether you want to add expand your expertise with Client/Server deployments or start developing web apps, you will want this book as a companion and reference. 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 Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access



2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. "The San Francisco Bay Shoreline Guide takes us on a walking and cycling journey around San Francisco Bay, unfolding the wonder, drama and beauty of one of the great estuaries of the world."--Robert Redford "From the bustling waterfronts of our cities and towns, to our wild, windswept, and thankfully, protected natural wetlands, this is our fantastic guide to all of the magnificence of the San Francisco Bay Shoreline. Grab it and go on world-class journeys in our own backyard. I'll see you along the

trail!"--Doug McConnell, Television Producer and Reporter "This guide helps to create an awareness and appreciation of San Francisco Bay."--Sylvia McLaughlin, co-founder of Save the Bay Praise from the previous edition "There are absorbing stories here for the armchair reader and detailed guides for the active explorer. Read, enjoy, and cultivate your roots in the region."—Harold Gilliam "Comprehensive and copiously illustrated, this Guide is a treasure-house of user-friendly information. It reveals the equivalent of a national park hitherto unknown in our midst."—Margot Patterson Doss "This book is a complete guide to the Bay Area. All that's missing are the smells, so perhaps the next edition should be scratch and sniff."—Robin Williams Demonstrate your expertise with Microsoft Office! Designed to help you practice and prepare for the 2013 Access Microsoft Office Specialist (MOS) exam, this all-in-one study guide features: Full, objective-by-objective

exam coverage Easy-to-follow procedures and illustrations to review essential skills Hands-on practice tasks to apply what you've learned Includes downloadable practice files Loved by instructors for the visual and flexible way to build computer skills, the Illustrated Course Guides are ideal for teaching Microsoft Access 2013 to students across experience levels. Each two-page spread focuses on a single skill, making information easy to follow and absorb. The Illustrated Course Guides split Microsoft Access 2013 concepts and skills into three manageable levels - Basic, Intermediate, and Advanced - perfect for workshops or accelerated courses. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version. Does Access 2013 create potential expectations in other areas that need to be recognized and considered? Who are the Access 2013 improvement team members, including

Management Leads and Coaches? How does the Access 2013 manager ensure against scope creep? What is Access 2013's impact on utilizing the best solution(s)? How will the Access 2013 team and the organization measure complete success of Access 2013? Defining, designing, creating, and implementing a process to solve a business challenge or meet a business objective is the most valuable role... In EVERY company, organization and department. Unless you are talking a one-time, single-use project within a business, there should be a process. Whether that process is managed and implemented by humans, AI, or a combination of the two, it needs to be designed by someone with a complex enough perspective to ask the right questions. Someone capable of asking the right questions and step back and say, 'What are we really trying to accomplish here? And is there a different way to look at it?' For more than twenty years, The Art of Service's Self-Assessments empower people

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strategies aligned with overall goals - integrate recent advances in Access 2013 and process design strategies into practice according to best practice guidelines Using a Self-Assessment tool known as the Access 2013 Scorecard, you will develop a clear picture of which Access 2013 areas need attention. Included with your purchase of the book is the Access 2013 Self-Assessment downloadable resource, which contains all questions and Self-Assessment areas of this book in a ready to use Excel dashboard, including the self-assessment, graphic insights, and project planning automation - all with examples to get you started with the assessment right away. Access instructions can be found in the book. You are free to use the Self-Assessment contents in your presentations and materials for customers without asking us - we are here to help. Get started with the new Access 2013 with this impressive all-in-one reference! Microsoft Access allows you to store, organize, view, analyze,

and share data; the new release enables you to build even more powerful, custom database solutions that integrate with the web and enterprise data sources. This compilation of nine indispensable minibooks is exactly what you need to get up to speed on the latest changes to Access. This easy-to-understand resource provides both new and experienced Access users with invaluable advice for connecting Access to SQL Server, manipulating data locally, getting up to speed on the latest features of Access 2013, creating queries and macros, and much more. From the basics to advanced functions, this book is what you need to make Access more accessible. Shows you how to store, organize, view, analyze, and share data using Access 2013 Includes nine minibooks that cover such topics as database design, tables, queries, forms, reports, macros, database administration, securing data, programming with Visual Basic

for Applications (VBA), and using Access with the web Helps you build database solutions that integrate with the web and other enterprise data solutions Offers plenty of techniques, tips, and tricks to help you get the most out of Access This all-in-one guide offers you access to all things Access 2013! An essential complement to the WIPO Database of Access and Benefit-sharing Agreements, this guide offers users and providers of genetic resources an accessible overview of intellectual property issues in access and benefit-sharing agreements. Microsoft has made many strides with the Access program since its invention. Over the years it has risen has one of the most dominant database programs with user-friendly features. Access 2013 is a part of the Office 2012 and so have similar commands and features as that of Microsoft Word and Microsoft Excel. Information can easily be shared between Access and all other Microsoft programs. This guide provides

a detailed look along with detailed steps on how to work in Access 2016 and the features that are commonly utilized. The one-stop resource for understanding the Australian tax system, from the experts at Taxpayers Australia The complete guide to understanding the Australian tax system, The Taxpayers' Guide 2013-2014 is packed with tax-savings strategies and helpful advice presented in a clear, easy-to-follow style that makes it essential reading for all taxpayers seeking information and tools to ensure they pay exactly what they owe...and not a cent more. Revised and updated for the 2013-2014 tax year, the book brings together almost a century of expertise from Taxpayers Australia in one comprehensive volume. Now in its 25th edition, The Taxpayers' Guide is an informative, practical resource that answers even the most complicated tax problems in a well-organized, readily accessible format. Expansive in its coverage, the book addresses income tax

rates, deductions for individuals and contractors, superannuation, capital gains, investment property, planning for retirement, investments, small business issues, trusts, payroll taxes, and much more. Fully revised and updated for the 2013-2014 tax year Easy to follow and comprehensive in scope, with coverage of everything from retirement to trusts Filled with invaluable information, excellent advice, and practical strategies for understanding the tax system and maximizing rebates, The Taxpayers' Guide 2013-2014 is the all-new edition of Taxpayers Australia's trusted tax guide. Your all-access guide to all things Access 2016 If you don't know a relational database from an isolationist table—but still need to figure out how to organize and analyze your data—Access 2016 For Dummies is for you. Written in a friendly and accessible manner, it assumes no prior Access or database-building knowledge and walks you through the basics of creating tables to store your

data, building forms that ease data entry, writing queries that pull real information from your data, and creating reports that back up your analysis. Add in a dash of humor and fun, and *Access 2016 For Dummies* is the only resource you'll need to go from data rookie to data pro! This expanded and updated edition of *Access For Dummies* covers all of the latest information and features to help data newcomers better understand Access' role in the world of data analysis and data science. Inside, you'll get a crash course on how databases work—and how to build one from the ground up. Plus, you'll find step-by-step guidance on how to structure data to make it useful, manipulate, edit, and

import data into your database, write and execute queries to gain insight from your data, and report data in elegant ways. Speak the lingo of database builders and create databases that suit your needs. Organize your data into tables and build forms that ease data entry. Query your data to get answers right. Create reports that tell the story of your data findings. If you have little to no experience with creating and managing a database of any sort, *Access 2016 For Dummies* is the perfect starting point for learning the basics of building databases, simplifying data entry and reporting, and improving your overall data skills.

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