



# Access 2003 For Dummies

By John Kaufeld

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## Access 2003 For Dummies By John Kaufeld

When you hear the word “database,” do your eyes glaze over? Does the mention of fields and tables make your blood pressure skyrocket? Does the idea of entering and using hyperlinks make you hyperventilate?

Whether you’re running a business or a household . . . whether you need to be able to quickly access customer information, your recipe for chicken cacciatore, or the Little League team’s records, Access 2003 holds the key. This friendly guide unlocks the secrets of using Access 2003 to store, manage, organize, reorganize, and use data! It gives you:

- The basics of the whole database concept
- Suggestions for solving problems with Access
- What you need to know to design, build, use, and change Access tables
- Info on the ten most common types of fields
- The scoop on using queries to unearth the answers hiding somewhere in your data
- Guidelines for using the Access report system to make short work of long, previously time-consuming, reports

In the relaxed, comfortable *For Dummies* style, this book has easy-to-follow, step-by-step instructions and lots of screen shots. If you want to create and manage a database for a huge auction house, this guide will get you going . . . going . . . gone. If you want to create a database for your music collection, it gives you the score then shows you how to use formatting and add graphics to jazz it up. You’ll get the low-down on extracting all kinds of information from databases and putting that information to practical use. You’ll discover how to:

- Use Label Wizard to create mailing labels, file labels, shipping labels, or name tags
- Use Chart Wizard to create line charts, bar, cone, and column charts, pie and donut charts, area charts, and XY and bubble charts
- Use Auto Reports to create columnar or tabular reports and then fine-tune them
- Export reports to Microsoft Word and Excel
- Get your data Web-ready and put it on the Internet in either static or dynamic form
- Build forms with Form Wizard

And speaking of high-tech fun, *Access 2003 For Dummies* even tells you how to install and use speech recognition software with Access 2003. So if the idea of working with databases has you talking to yourself, this is just the book you need.

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### Editorial Review

From the Back Cover

Grab your data and get it on the table!

Meet the wizards, ask the right questions, give data a form, and share it online

What? You're still letting your data run around loose? Grab this book and build a database you can, well, access! John Kaufeld demystifies databases for even the truly timid. You'll soon be constructing tables, turning out reports, delving into existing databases, and querying with the best of them, all with the greatest of ease.

The Dummies Way

- Explanations in plain English
- "Get in, get out" information
- Icons and other navigational aids
- Tear-out cheat sheet
- Top ten lists
- A dash of humor and fun

About the Author

**John Kaufeld** has written all previous editions of Access For Dummies as well as several other books. John also operates shippertools.com, an online shipping assistant.

### Users Review

**From reader reviews:**

**Wayne Sutphin:**

Have you spare time for the day? What do you do when you have far more or little spare time? Sure, you can choose the suitable activity intended for spend your time. Any person spent their own spare time to take a stroll, shopping, or went to the Mall. How about open or read a book allowed Access 2003 For Dummies? Maybe it is to be best activity for you. You understand beside you can spend your time with the favorite's book, you can more intelligent than before. Do you agree with its opinion or you have additional opinion?

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