



# Access Forms and Reports For Dummies

*Brian Underdahl*

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# Access Forms and Reports For Dummies

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**Access Forms and Reports For Dummies** Brian Underdahl

Create queries that make forms and reports useful

Develop forms to access the data you need and make reports that make sense!

If you thought you had to use a spreadsheet program to produce reports and forms, guess what! Access can turn out great-looking forms and reports that actually show what's going on with your data -- if you know how to ask it nicely. This hands-on guide helps you do just that, and it works with all versions of Access.

Discover how to

- \* Ask Access the right questions
- \* Work with sets of data
- \* Create simple forms with a wizard
- \* Use queries to create new tables
- \* Troubleshoot queries
- \* Add visual features to reports

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