



# Access 2003 Personal Trainer (Personal Trainer (O'Reilly))

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As the most popular database management program on the market, Microsoft Access didn't need much improvement. But with the release of Access 2003, Microsoft managed to further enhance the way people organize, access, and share information.

In this new version, Access is more capable than ever, thanks to additional features like automatic error checking, automatic property updating, and the expanded ability to import, export, and work with Extensible Markup Language (XML) data files. The number of features it offers is truly impressive--and potentially daunting.

Anyone baffled by the multitude of features and functionality in Microsoft Access can get up to speed quickly with the help of *Access 2003 Personal Trainer*. Part of our new Personal Trainer Series, this book lets people of any technical level learn exactly what they need to know at their own pace. Unlike many consumer software tutorials that dumb down the material or present it in a confusing fashion, this book is written in a non-technical and engaging style that readers find fun, easy, and informative.

This book will not only help existing users, but those who received Access as part of Microsoft Office and are now ready to dip their toe in the water. It starts with Access fundamentals and then moves on to tables, fields, queries, forms, reports, macros, and advanced topics like linking information from an external source. *Access 2003 Personal Trainer* explains how you can easily:

- Access information from multiple sources
- Link business systems
- Create powerful database solutions
- Share information more efficiently

To best guide learning, *Access 2003 Personal Trainer* includes detailed diagrams, dozens of task-oriented lessons, and a fully interactive training simulation CD--everything you need to become an Access pro.

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