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Perspection has written and produced books on a variety of computer software including Microsoft Office 2003 and XP Microsoft Windows XP Apple Mac OS X Panther Adobe Photoshop CS2 Macromedia Flash 8 Macromedia Director MX and Macromedia Fireworks and Web publishing In 1991 after working for Apple Computer and Microsoft Steve Johnson founded Perspection Inc Perspection is committed to providing information and training to help people use software more effectively Perspection has written more than 80 computer books and sold more Includes MCAS Exam Objectives This courseware meets the objectives for the Microsoft Certified Application Specialist MCAS Upon completion of this courseware you may be prepared to take the exam for MCAS qualification To learn more about becoming a Microsoft Certified Application Specialist visit www.microsoft.com Category Database Covers Microsoft Office Access 2007 User Level Beginning Intermediate 1 Getting Started with Access 2 Touring Access Databases 3 Planning and Creating a Custom Database 4 Working with Fields 5 Working with Tables 6 Locating Specific Information Using a Query 7 Simplifying Data Entry with Forms 8 Creating Reports to Convey Information 9 Improving the Appearance of Forms and Reports 10 Working on the Web 11 Importing and Exporting Information 12 Managing a Database 13 Protecting and Securing a Database 14 Customizing Access 15 Enhancing a Database with Programming 16 Working Together on Office Documents New Features Microsoft Certified Applications Specialist Index **American Book Publishing Record**, 2007 *The British National Bibliography* Arthur James Wells, 2007 Microsoft PowerPoint 2010 on Demand Steve Johnson, Perspection, Inc., 2011 Information Technology

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