

Preface

Welcome to the *Access 2002 Bible* — your personal guide to a powerful, easy-to-use database management system. This book is in its ninth revision and has been totally re-written for Access 2002.

It examines Access 2002 with more examples than any other Access book ever written. We think that Microsoft Access is an excellent database manager and the best Windows database on the market today. Our goal with this book is to share what we know about Access and, in the process, to help make your work and your life easier.

This book contains everything you need in order to learn Microsoft Access to a mid-advanced level. You'll find that the book starts off with the basics and builds, chapter by chapter, on topics previously covered. In places where it is essential that you understand previously covered topics, we present the concepts again and review how to perform specific tasks before moving on. Although each chapter is an integral part of the book as a whole, each chapter can also stand on its own. You can read the book in any order you want, skipping from chapter to chapter and from topic to topic. (Note that this book's index is particularly thorough; you can refer to the index to find the location of a particular topic you're interested in.)

The examples in this book have been well thought out to simulate the types of tables, queries, forms, and reports most people need to create when performing common business activities. There are many notes, tips, and techniques (and even a few secrets) to help you better understand the product.

This book can easily substitute for the manuals included with Access. In fact, many users do not get manuals today, often relying on just the online help. This book will guide you through each task you might want to do in Access. We even created appendixes to be used as reference manuals for common Access specifications. This book follows a much more structured approach than the Microsoft Access manuals — going into more depth on almost every topic and showing many different types of examples.