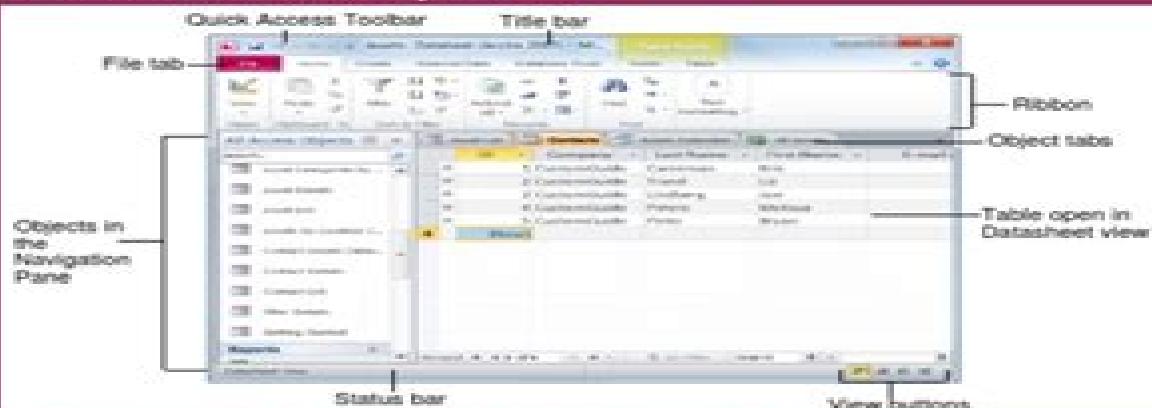


Microsoft® Access 2010

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Access 2010 Workspace



Database Objects

- Tables** store related data in rows (records) and columns (fields).
- Queries** view, filter, calculate, change, sort, and examine the data stored in tables.
- Forms** are custom screens that provide an easy way to enter and view data in a table.
- Reports** present data from a table or query in a printed format.
- Macros** automate common tasks and can be run by clicking a button or pressing a shortcut key.
- Modules** are groups of procedures written in Visual Basic and used to automate tasks.
- To Open an Object:** Double-click the object in the Navigation Pane.
- To Create a New Object:** Click the 'Create' tab on the Ribbon and click a button for the object or wizard you want to use.
- To Delete an Object:** Select the object and press Delete. Click Yes.

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.
- Access 2010 introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.
- To Create a Blank Database:** Click the File tab and select New. Click the Blank Database button and click Create.
- To Create a Database From a Template:** Click the File tab and select New. Select the template category you wish to use, select the template, and click Create.
- To Open an Existing Database:** Click the File tab and select Open.
- To Repair/Compress a Database:** Click the File tab and select Info. Click the Compact & Repair Database button.
- To Import Data From Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Import and Link group.
- To Export Data to Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Export group.
- To Save a Database:** Click the File tab and select Save.
- To Close a Database:** Click the Close button, or press Ctrl + W.

Keyboard Shortcuts

General

Open a Database	Ctrl + O
Close a Database	Ctrl + W
Print Current View	Ctrl + P
Delete	Delete
Undo	Ctrl + Z
Help	F1
Delete Record	Ctrl + -
Cancel Changes	Esc
Insert Date	Ctrl + ;
Insert Time	Shift + Ctrl + : (Colon)
Insert Value from Same Field in Previous Record	Ctrl + - (Apostrophe)
Check Spelling	F7
Switch Applications	Alt + Tab

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Design View

Properties	Alt + Enter
Open object in Design View	Ctrl + Enter
Save Object	Ctrl + S

Formatting Text

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Screen	Page Down
Previous Screen	Page Up
First Record	Ctrl + 1
Last Record	Ctrl + 2
Toggle Navigation Pane	F11

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Ross D. Parke, Glenn I.

Roisman, Amanda J. Rose

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Access 2010 For Dummies Laurie A. Ulrich, Ken Cook, 2010-05-10 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite. This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily. In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database. It explains the process of building a database linking information sharing data generating reports and much more. As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database. Covers linking information in a database setting relationships modeling data and building tables. Explores how to extract data from Access and get specific answers create forms and export data in reports. A section for more experienced users looks at analyzing errors and creating an interface. Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application

Microsoft Access 2010 Intermediate

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Staff, 2010-06-26 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010. This guide is suitable as a training handout or simply an easy to use reference guide for any type of user. The following topics are covered Working with Database Files Defining Access Objects Adding a Record Editing Fields and Records Undoing Changes Deleting Records The Datasheet Window Quickly Sorting a Table Searching for a Record Creating a Table Primary Keys and Links Using Design View to Create or Modify a Table Creating Modifying a Query Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Creating Forms with a Wizard Creating and Modifying Forms Manually Working with Forms Backing Up and Compacting Database Files Customizing Access Also includes a list of Movement and Data Entry Shortcuts Smart Database Design Tips and Query Grid Criteria Examples. This guide is one of two available titles for Access

2010 Access 2010 Introduction and Access 2010 Intermediate *McGraw-Hill's SAT, 2010 Edition* Christopher Black,Mark Anestis,2009-06-05 We want to help you succeed on the SAT We've put all of our proven expertise into McGraw Hill's SAT to make sure you're ready for this difficult exam With this book you'll get essential skill building techniques and strategies developed by a team of renowned test prep tutors Their innovative teaching methods and expert coaching will help you master every question type With McGraw Hill's SAT we'll guide you step by step through your preparation program and give you the tools you need to succeed McGraw Hill's SAT gives you 5 full length practice SATs in the book 1 full length practice SAT test online 20 model essays to show you exactly what the graders are looking for Hundreds of samples questions with explanations Demonstrations of how to apply test taking strategies Diagnostic techniques to help you create your most effective study plan Online help including practice SATs test taking tips and more SAT is a registered trademark of the College Entrance Examination Board which was not involved in the production of and does not endorse this product **The**

Family Tree Sourcebook Editors of Family Tree Magazine,2010-10-13 This is the one book anyone tracing American ancestors absolutely must have It provides all the key details for successfully tracing ancestors across the US Fully updated and revised from the first edition it lets readers quickly and easily look up what records are available in each state and how to access them county by county Readers also will discover insider tips to further their research and maps to put their research in context The book also includes a free 30 day membership to the Family Tree Magazine Plus online content service allowing online access to the book's content plus thousands of how to genealogy articles from America's 1 family history magazine [Michigan Journal of International Law](#) ,2013 **Microsoft Access 2007 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software

Services,Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Setting and Removing a Primary Key Setting Table Query Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and Subforms Creating a Subform in an Existing Form Creating a New Form with a Subform Using Subdatasheets Inserting Expanding Collapsing Removing Merging Data with a Word Document Importing Data into Access Export Data from Access Saving Import Export Steps and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate *Bloomberg Markets* ,2010-07 *Equipment Manufacturing Technology* Jing Tao Han,Si Hai Jiao,Zheng Yi Jiang,2011-12-06 Selected peer reviewed papers from the Second International Conference on Advances in Materials and Manufacturing Processes ICAMMP 2011 December 16 18 2011 Guilin China

People of the State of Illinois V. Cherry ,2015 **Social Development** Ross D. Parke,Glenn I. Roisman,Amanda J. Rose,2019-04-26 Social Development provides a comprehensive introduction to the multiple factors that shape a child's behavior interaction with others feelings about themselves and how and why behaviors change over time Delving into the biological cognitive and perceptual aspects of development and their influence on behavior socialization and self image this text also recognizes the significance of cultural and societal distinctions by emphasizing the value of context and identifying cultural variation's role in social development Special pedagogical features in each chapter enhance the learning experience and promote student understanding counter intuitive examples cases challenge reader assumptions coverage of extreme cases tell the story behind historical advancements and profiles of current leaders in the field highlight the many paths to a career in social development With a focus on real world application coupled with coverage of cutting edge methodologies and the latest research findings this book gives students a strong highly relevant foundation in core concepts and practices central to the study of social development *Engineering Record, Building Record and Sanitary Engineer* ,1885

Multistate Corporate Tax Course John C. Healy,Michael S. Schadewald,2009 AtCCH we recognize the value of Continuing Professional Education to educate and train your workforce bring added value to your clients or organization and gain a competitive edge in the marketplace But keeping up with legislative and regulatory changes and industry developments can be a full time job Let CCH and the CCH Learning center serve as your gateway to compelling self study CPF courses and research resources With the CCH Learning Center you get *Archives of Pathology & Laboratory Medicine* ,2008 **The Sanitary Engineer** ,1884 **Gas World** ,1913 **Memoirs of the Scientific Sections of the Academy of the Socialist Republic of Romania** ,2015 *Circuit Cellar Ink* ,1994 **Florida Administrative Register** ,2010-07 **The OECD Observer** Organisation for Economic Co-operation and Development,2002

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