

AutoForm and AutoReport



Select a table or query, then click the AutoForm or AutoReport button to create and display a form or report in one step.

Wizards



When you create a new table, the Table Wizard can assist you.



When you create a new query, form, or report, you can select a Wizard from a list.



Query Wizards: Crosstab Query, Find Duplicates Query, Find Unmatched Query, and Archive Query



Form Wizards: Single-Column, Tabular, Graph, Main/Subform, and AutoForm



Report Wizards: Single-Column, Groups/Totals, Mailing Label, Summary, Tabular, AutoReport, and MS Word Mail Merge

Control Wizards

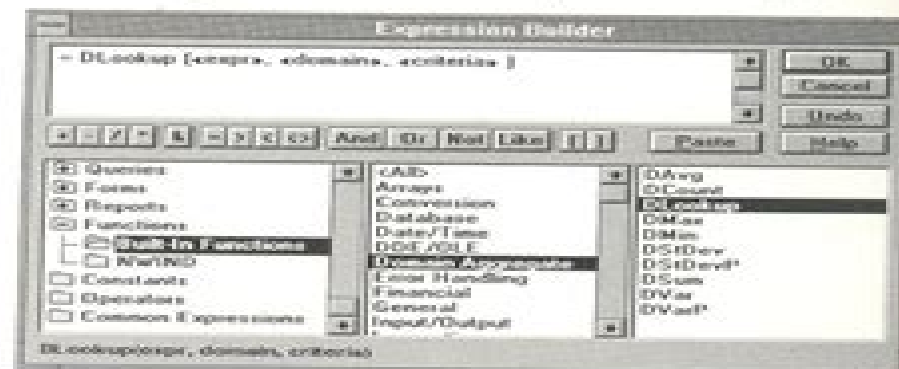


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

Builders



By clicking this button when setting certain properties or entering expressions, you can use a builder, such as the Expression Builder.



Keyboard Shortcuts

Press	To do this
F6	Move between window sections
CTRL+F6	Cycle between open windows
F11	Bring the Database window to the front
F5	Move to the record number box
F2	Switch between editing and navigation modes
F9	Recalculate fields in the window
SHIFT+F9	Requery the underlying tables
CTRL+BREAK	Cancel query, filter, or find operations
SHIFT+F2	Open the Zoom box
F7	Open the Find dialog box
ESC	Undo changes in current field or record
CTRL+'	Insert the same value as in the previous record
CTRL+;	Insert the current date
CTRL+ENTER	Add a new line to a Memo field
SHIFT+ENTER	Save the current record



Microsoft

Microsoft Access User Guide 201

Kate Chase



Microsoft Access User Guide 201:

Microsoft Access 2010 In Depth Roger Jennings, 2010-12-28 Access 2010 In Depth is the beyond the basics beneath the surface guide for everyone who wants to streamline their work with Access 2010 and get more done in less time. Legendary Access expert Roger Jennings provides specific tested proven solutions to the problems Access database users and developers run into every day. Challenges other books ignore or oversimplify Jennings thoroughly covers all facets of working with Access 2010 and adds new chapters on integration and collaboration with Microsoft SharePoint and emulating Table Triggers with Access Data Macros. New coverage also includes customizable Ribbon and Themes, the revamped Macro Designer, Quick Start Fields, IntelliSense support in Expression Builder, Application Parts, and Navigation Forms, conditional formatting, and data bars in reports and new web database publishing techniques. As with all In Depth books, Access 2010 In Depth presents comprehensive coverage, breakthrough techniques, exclusive shortcuts, quick access to information, troubleshooting help for tough problems, and real world examples with nothing glossed over or left out. Step by step instructions with icons guide readers through essential tasks such as designing tables, entering data, importing external data, designing and executing queries, and designing data entry forms and printed reports. Additional chapters on advanced form and report design emphasize data entry efficiency and presentation clarity. By Roger Jennings, a world renowned Access expert who has sold more than 1.25 million books. Covers all aspects of working with Access 2010 from the customizable Ribbon and Themes to conditional formatting, advanced web database publishing to SharePoint collaboration. For everyone who wants to get the most out of Access 2010 from hobbyists to power users to corporate developers. [A Guide to Microsoft Office 2000](#) Kate Chase, 2000 Includes list of objectives for each chapter, case projects, and hands on exercises and review questions. **Microsoft Access 2000 Developer's Guide** Edward Jones, 1999 This developer's indispensable guide shows readers what they need to know to develop high powered full featured applications with Access 2000. The CD ROM contains the source code and databases for all the examples in the book, plus samples for client management and an assortment of third party utilities. *Microsoft Excel User's Guide*, 1994 *Special Edition Using Microsoft Access 2002* Roger Jennings, 2001 Special Edition Using Access 2002 is a reader's authoritative guide to mastering the essential facets of this powerful database development platform. Detailed step by step instructions guide the reader through the process of designing and using Access tables, queries, forms, and reports. Special Edition Using Access 2002 will include comprehensive coverage of the transition to MSDE SQL Server for all multi user applications, expanded coverage of Web Applications, and expanded coverage of XML. This book contains elements such as Tips, Notes, cautions, cross references, and Troubleshooting information, giving the text a Layered quality that meets the needs of readers with different learning styles. **Microsoft Office Access 2003** Lisa Friedrichsen, 2005-03 Part of the Illustrated series, this text offers a visual, flexible way to build Microsoft Access 2003 skills. **Microsoft Access 97 Exam Guide** Joseph W. Habraken, Joe Habraken, 1997-12-31

Exercises and review questions give readers step by step coverage of the topics included on the MOUS exams **The Complete Idiot's Guide to Microsoft Access 97** Joseph W. Habraken, 1997 The simple way to get up to speed with Microsoft Access 97 You're a smart person who wants to stay ahead in the corporate world You know that using Access 97 is what you need to do but that could mean struggling through piles of technical manuals Push aside the bulky books The Complete Idiot's Guide to Microsoft Access 97 presents a quick step by step overview of the process Its lighthearted approach is perfect for new and experienced users who need to quickly take advantage of everything that Access 97 has to offer So bypass the big boring books Learning to build and work with databases will be a breeze *Microsoft Excel*, 1992

S-PLUS 2000 User's Guide, 1999 **Microsoft Access 97 Quick Reference** Rick Winter, 1997 This complete Access 97 command reference provides you with key information on the most important Access 97 features With a comprehensive index and an exhaustive command reference you'll have all the essential information you need to master Access 97 at your fingertips **Microsoft Workgroup Add-On for Windows: User's Guide for the Microsoft Windows Operating System**, 1993 **Kaplan Perfect Access Guide to Microsoft Word 2000** James Maroe, 2000-02 Make All the Powerful Features of Microsoft Word 2000 Work for You Legal business and financial professionals have special needs and uses for word processing Perfect Access Guide to Microsoft Word 2000 is the first book to recognize this and provide detailed targeted training that meets the demanding document requirements of the corporate world Written by the training and consulting experts at Perfect Access each easy to follow chapter begins with a What You'll Learn in This Chapter section and ends with a Troubleshooting Guide The new features of Microsoft Word 2000 are highlighted throughout for efficient upgrades from earlier versions of Word This comprehensive training guide also focuses on the sophisticated document production needs of law firms and investment banks Using these detailed instructions you will be able to create complex legal and financial documents including pleadings contracts and SEC filings Step by step directions on formatting creating templates macros tables and document collaboration and using Word with e-mail and the Web and much more make Perfect Access Guide to Microsoft Word 2000 the ideal office companion for every professional **Subject Guide to Books in Print**, 2001 Microsoft Visual Basic 6.0 Microsoft Press, 1998 This three volume set written by the Visual Basic team covers the most commonly sought information about Visual Basic technology The Language Reference provides A-Z listings for the objects functions statements methods properties and events encompassed by the Visual Basic language The Controls Reference describes the custom controls that ship with Visual Basic Finally the Component Tools Guide contains information about component tools from add-ins and dynamic link libraries to ActiveX components **Microsoft Office Specialist Study Guide** Online Training Solutions (Firm), 2004 Helping readers prepare for one or more of the Microsoft Office Specialist exams for the Microsoft Office 2003 Editions track this guide covers all objectives and sub objectives for the Microsoft Official Specialist exams for Microsoft Office Word 2003 Word 2003 Expert Excel 2003 Excel 2003 Expert

PowerPoint 2003 Access 2003 and Outlook 2003 The CD includes practice files and practice exams **Access Basic Cookbook** Chris St. Valentine,1993 A potent guide to accomplishing database programming tasks with Access Basic Written by a Microsoft insider the book details how to accomplish key database functions Featuring detailed explanations and annotated plug and play code modules the book provides quick and easy solutions to the most pressing database challenges

Resources in Education ,1999-04 Developing Applications with Exchange 2000 Scott Jamison,Alex Gomez,George Wesolowski,2001 Exchange 2000 gives developers unprecedented power for building Web centered collaborative applications but it also challenges them with unprecedented complexity In this book a world class team of Exchange developers presents detailed insights extensive code examples proven tips for success and two start to finish application case studies all designed to help Exchange 2000 developers achieve powerful results with any project Developing Applications with Exchange 2000 helps developers master every Exchange 2000 development technology including XML WebDAV CDO 3.0 ADO 2.5 OLE DB ADSI the Outlook object model digital dashboards Exchange 2000 s Web Storage System and more The authors identify the key difficulties associated with Exchange 2000 development and offer proven techniques for avoiding or managing these challenges For all developers architects project leaders and IT managers building applications with Microsoft Exchange 2000 A companion website will contain all the sample code plus additional updates and features

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