

## 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

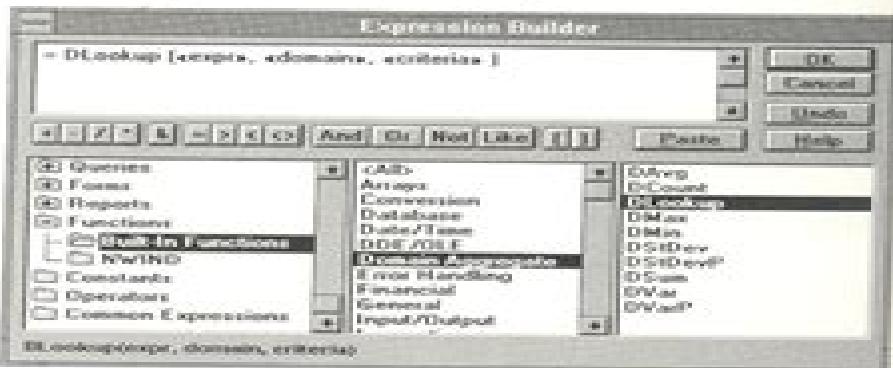


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

## Builders

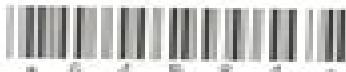


By clicking this button when setting certain properties or entering expressions, you can use a builder, such as the Expression Builder.



## 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
FS	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 Access User Guide 2007

**RS Peters**

## **Microsoft Access User Guide 2007:**

[Office User Guide for MicroStrategy 9. 3. 1](#) MicroStrategy Product Manuals, MicroStrategy, 2013-04-30      **Office User**

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**Databases A Beginner's Guide** Andy Oppel, 2009-05-31 Essential Database Skills Made Easy Learn standard database design and management techniques applicable to any type of database Featuring clear examples using both Microsoft Access and Oracle Databases A Beginner's Guide begins by showing you how to use Structured Query Language SQL to create and access database objects Then you'll discover how to implement logical design using normalization transform the logical design into a physical database and handle data and process modeling You'll also get details on database security online analytical processing OLAP connecting databases to applications and integrating XML and object content into databases Designed for Easy Learning Key Skills Concepts Chapter opening lists of specific skills covered in the chapter Ask the Expert Q & A sections filled with bonus information and helpful tips Try This Hands on exercises that show you how to apply your skills Notes Extra information related to the topic being covered Self Tests Chapter ending quizzes to test your knowledge

[Access 2007: The Missing](#)

Manual Matthew MacDonald,2007 Written from the ground up for this redesigned application this guide will help readers design and maintain complete databases search for valuable nuggets of information and build attractive forms for quick and easy data entry

**Access 2007: The Missing Manual** Matthew MacDonald,2006-12-29 Compared to industrial strength database products such as Microsoft s SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn t help that each new version crammed in yet another set of features so many in fact that even the pros don t know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn t improved is Microsoft s documentation To learn the ins and outs of all the features in Access 2007 Microsoft merely offers online help Access 2007 The Missing Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You ll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you ve never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master

**Computerworld** ,2006-12-04 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld s award winning Web site Computerworld com twice monthly publication focused conference series and custom research

form the hub of the world s largest global IT media network

Microsoft Office Access 2007 in Depth Roger Jennings,2008

The one stop shop for serious Access users This book offers a thorough understanding of Access 2007 in a mixed reference

tutorial fashion Ideal for intermediate to advanced users of Access Summary This book offers you comprehensive information

on using the new version of Access 2007 Not only updated for the latest version new chapters have been added on

application automation with Access macros and collaboration with Microsoft SharePoint Team Server both of which are hot

topics All chapters are updated for the transition from Jet to the new Access database engine Detailed step by step

instructions with icons guide you through Access through table design data addition importing data from external sources

query design and execution and designing data entry forms and printed reports Author Roger Jennings is a principal of

OakLeaf Systems an Oakland California consulting firm that specializes in the design and implementation of client server

database systems for Fortune 500 companies He brings over 25 years of computer programming experience to his best

selling Sams titles including Database Developers Guide with Visual Basic 3 Database Developers Guide with Visual Basic 4

Access 1 1 Developers Guide Access 2 Developers Guide and the Roger Jennings Database Workshop books for which he is

the series editor In addition to writing books Roger is a Contributing Editor and the writer of Database Design columns and feature articles on Visual Basic Access and client server computing for Fawcette Technical Publications Visual Basic Programmers Journal [Microsoft Office Access 2007](#) Virginia Andersen,2007-02-01 [The British National Bibliography](#) Arthur James Wells,2009 [CompTIA Strata IT Fundamentals All-in-One Exam Guide \(Exam FC0-U41\)](#) Scott Jernigan, Mike Meyers,2011-03-26 All in One is All You Need Get complete coverage of all material included on the CompTIA Strata IT Fundamentals exam inside this comprehensive resource Written by leading CompTIA certification and training experts this authoritative guide covers exam FC0 U41 in full detail You ll find learning objectives at the beginning of each chapter exam tips practice exam questions and in depth explanations Designed to help you pass the exam with ease this definitive volume also serves as an essential on the job reference COVERS ALL EXAM TOPICS INCLUDING How computers work Processing components Common and advanced input output devices Common and advanced storage devices Configuring the operating system Maintaining computers Upgrading hardware and software Printers Wired and wireless networks Connecting to the Internet Local and Internet security CD ROM FEATURES Two practice exams An Introduction to Strata video by Mike Meyers E Book Scott Jernigan CompTIA Strata CompTIA A CompTIA Network IC3 MCP is editor in chief for Total Seminars LLC a major provider of PC and network repair seminars for thousands of organizations throughout the world He is coauthor with Mike Meyers of the bestselling CompTIA A Certification All in One Exam Guide Fifth Edition and he has written edited and contributed to many other computer books Mike Meyers CompTIA A CompTIA Network CompTIA Security MCP is the industry s leading authority on CompTIA A certification and training and the bestselling author of seven editions of CompTIA A All in One Exam Guide He is the president and founder of Total Seminars LLC and a member of CompTIA [Access 2007 for Starters](#) Matthew MacDonald,2007-01-25 This fast paced book teaches you the basics of Access 2007 so you can start using this popular database program right away You ll learn how to work with Access most useful features to design databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry The new Access is radically different from previous versions but with this book you ll breeze through the new interface and its timesaving features in no time with Clear explanations Step by step instructions Lots of illustrations Larger type Plenty of friendly advice Ideal for small businesses and households Access runs on PCs and manages large stores information including numbers pages of text and pictures everything from a list of family phone numbers to an enormous product catalog Unfortunately each new version of the program crammed in yet another set of features so many that even the pros don t know where to find them all Access 2007 breaks the mold Microsoft changed the user interface by designing a tabbed toolbar that makes features easy to locate One thing that hasn t improved is Microsoft s documentation Even if you find the features you need you still may not know what to do with them Access 2007 for Starters The Missing Manual is the perfect primer for small businesses with no techie to turn to as well as those who want to organize household and office information [The](#)

**Unofficial Guide to Microsoft Office Access 2007** ,2007 This book provides the inside scoop for when you want more than the official line Microsoft Access 2007 may be a major new update but to use it with confidence you ll need to know its quirks and shortcuts Find out what the manual doesn t always tell you in this insider s guide to using Access 2007 in the real world What s the best way to use the new features What are intelligent forms From setting up tables to encrypting databases first get the official way then the best way from an expert This book provides unbiased coverage of how to get the most out of Access from using the Quick Launch Toolbar and Office Button to building a database from scratch It contains savvy real world advice on everything from using form views PivotTables and PivotCharts to writing questions in the form of a query It includes time saving techniques and practical guidance on creating smart macros collaborating with others using SharePoint registered and adding pizzazz to reports It provides tips and hacks that help you work around Access quirks avoid pitfalls and increase your productivity It features sidebars and tables on sorting rules for special characters predefined sizes for number data types and more Watch for these graphic icons in every chapter to guide you to specific practical information Bright Ideas are smart innovations that will save you time or hassle Hacks are insider tips and shortcuts that increase productivity When you see Watch Out heed the cautions or warnings to help you avoid common pitfalls And finally check out Inside Scoops for practical insights from the author It s like having your own expert at your side

**Discovering Computers 2007** Gary B. Shelly,Thomas J. Cashman,Misty E. Vermaat,Jeffrey J. Quasney,2006-02 Presents eleven chapters and six special features that cover basic through intermediate computer concepts with an emphasis on the personal computer and its practical use including hardware software application and system software the Internet and World Wide Web communications e commerce and computers in society

**Microsoft Office Access 2007 All-in-One Desk Reference For Dummies** Alan Simpson,Margaret Levine Young,Alison Barrows,April Wells,Jim McCarter,2011-03-01 Updated to cover all the latest features and capabilities of Access 2007 this resource provides new and inexperienced Access users with eight task oriented minibooks that cover beginning to advanced level material Each minibook covers a specific aspect of Access such as database design tables queries forms reports and macros Shows how to accomplish specific tasks such as database housekeeping security data and using Access with the Web Access is the world s leading desktop database solution and is used by millions of people to store organize view analyze and share data as well as to build powerful custom database solutions that integrate with the Web and enterprise data sources

**MSDN Magazine** ,2009-07 **Microsoft Access 2007** Nevada Learning Series Inc,2007

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