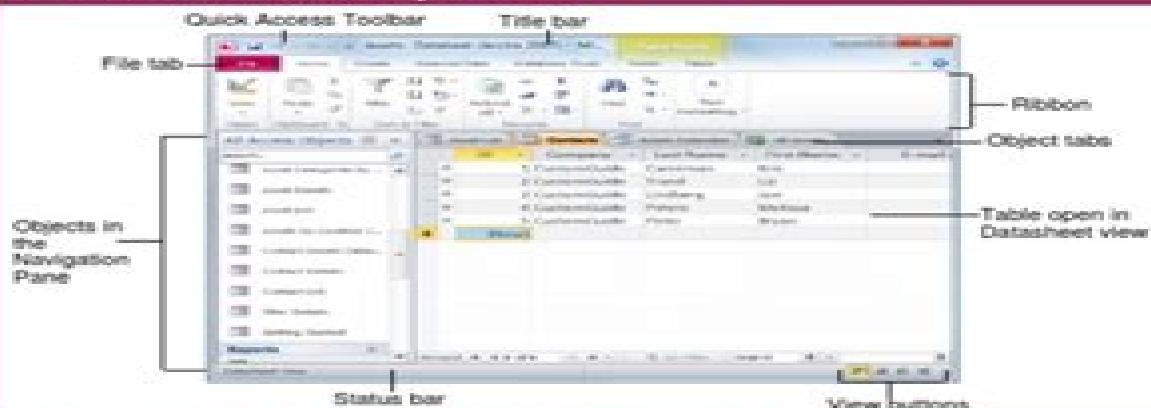


Microsoft® Access 2010

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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

Microsoft Access 2010 Cheat Sheet

Beezix

Microsoft Access 2010 Cheat Sheet:

Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, 2013-02-22 Laminated quick reference guide showing step by step instructions and shortcuts for how to use intermediate features of Microsoft Office Access 2013. The following topics are covered: Table Design, Preventing Data Entry Errors, Find and Sort More Quickly With Indexing, Joining Tables to Create Relationships, Deleting a Table, Join Preventing Orphaned Data with Referential Integrity, Query Design, Dynamic Criteria with Parameter Queries, Examples of Complex Expressions, Performing Calculations, Summarizing Selected Data, Form Design, Adding Form Controls, Modifying Form Controls, Sorting Records, Setting Tab Order, Report Design, Summarizing by Group, Printing Options, Page Breaks, Columns, Publish to Word, Merging Data with a Word Document.

Access 2010 For Dummies Laurie A. Ulrich, Ken Cook, 2010-04-07 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 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc 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 [Office 2010 For Dummies](#) Wallace Wang, 2010-04-07 The

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Office 2013 For Dummies Wallace Wang,2013-02-13 Office 2013 For Dummies is the key

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Microsoft SharePoint 2010 Web Applications The Complete

Reference Charlie Holland,2010-09-22 Build Data Driven Web Applications with SharePoint 2010 Leverage the revolutionary development capabilities in SharePoint 2010 to build web based business applications Microsoft SharePoint 2010 Web Applications The Complete Reference gets you up and running on the platform and explains how to integrate application services such as content management business intelligence offline synchronization and workflow into your applications After reviewing the fundamentals of SharePoint 2010 this comprehensive resource covers the presentation application services and data access layers and discusses the key tools and techniques that are most appropriate for delivering functionality

within each layer Packaging deployment and configuration are also covered in this hands on guide Real world examples illustrate specific features and the code samples contained throughout the book can be used in your own applications

Microsoft Office 2010 Demystified Karin Rex,2011-10-11 It's EASIER than ever to get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you'll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It's a no brainer You'll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications

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

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Access 2010 All-in-One For Dummies Alison Barrows, Margaret Levine

Young, Joseph C. Stockman, 2010-04-09 The all in one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out the nine minibooks in this easy access reference are exactly what you need Read the book cover to cover or jump into any of the minibooks for the instruction and topics you need most Learn how to connect Access to SQL Server manipulate your data locally use nifty new features from Office 2010 such as the enhanced Ribbon create queries and macros like a champ and much more From the basics to advanced functions it's what you need to make Access more accessible Shows you how to store organize view analyze and share data using Microsoft Access 2010 the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design tables queries forms reports macros database administration securing data programming with Visual Basic for Applications VBA and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide contains everything you need to start power using Access 2010

PC World, 1995

Microsoft Access 2021 Basic Cheat Sheet

CheatSheets HQ, 2026 New to Microsoft Access This Microsoft Access 2021 Basic Cheat Sheet is your essential 2 page laminated reference for building editing and managing simple databases Ideal for beginners students and new database users this quick reference guide walks you through creating tables navigating objects modifying fields and entering records with ease Whether you're setting up your first Access project or learning how to filter and search records this cheat sheet puts key commands concepts and shortcuts at your fingertips Key Features Clear Database Fundamentals Learn how to create tables enter data and define fields Navigation Pane Object Basics Understand how to manage forms queries reports and tables Edit and Search Records Step by step instructions for editing finding filtering and sorting data Field Properties Design View Access settings for adjusting field types primary keys and validations Essential Keyboard Shortcuts Includes time saving hotkeys for form control editing and navigation Perfect for classroom use Access training or workplace reference this cheat sheet helps users confidently work within Microsoft Access's database environment

Windows 7 Resource Kit

Mitch Tulloch, 2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best *What's New in Microsoft Office 2013 (from 2010) Quick Reference Guide (Cheat Sheet of New Features and Instructions)* Beezix, 2013-03-22 4 page laminated quick reference guide showing instructions for the new and changed features of Microsoft Office 2013 for Word Excel and PowerPoint for users upgrading

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Table of Contents Microsoft Access 2010 Cheat Sheet

1. Understanding the eBook Microsoft Access 2010 Cheat Sheet
 - The Rise of Digital Reading Microsoft Access 2010 Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2010 Cheat Sheet
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access 2010 Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2010 Cheat Sheet
 - Personalized Recommendations
 - Microsoft Access 2010 Cheat Sheet User Reviews and Ratings
 - Microsoft Access 2010 Cheat Sheet and Bestseller Lists

5. Accessing Microsoft Access 2010 Cheat Sheet Free and Paid eBooks
 - Microsoft Access 2010 Cheat Sheet Public Domain eBooks
 - Microsoft Access 2010 Cheat Sheet eBook Subscription Services
 - Microsoft Access 2010 Cheat Sheet Budget-Friendly Options
6. Navigating Microsoft Access 2010 Cheat Sheet eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Access 2010 Cheat Sheet Compatibility with Devices
 - Microsoft Access 2010 Cheat Sheet Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2010 Cheat Sheet
 - Highlighting and Note-Taking Microsoft Access 2010 Cheat Sheet
 - Interactive Elements Microsoft Access 2010 Cheat Sheet
8. Staying Engaged with Microsoft Access 2010 Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2010 Cheat Sheet
9. Balancing eBooks and Physical Books Microsoft Access 2010 Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2010 Cheat Sheet
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access 2010 Cheat Sheet
 - Setting Reading Goals Microsoft Access 2010 Cheat Sheet
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access 2010 Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Access 2010 Cheat Sheet
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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