

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

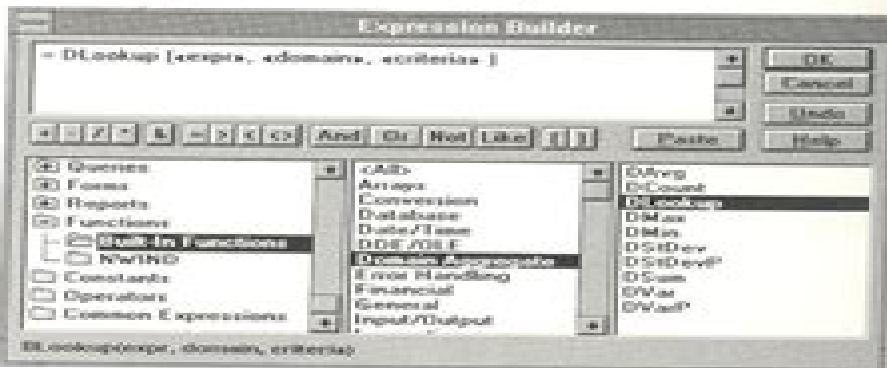


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

Builders

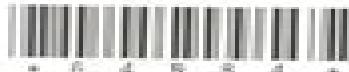


By clicking this button when setting certain properties or entering expressions, you can use a builder, such as the Expression Builder.



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 2010

Marty Matthews,Nancy Buchanan

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entering each record inside the database You will also learn to format database records to make them presentable and readable You will also learn to build relationships among the database tables for analyzing and sharing information purposes Relationships are also beneficial as if you make any change in one table then the corresponding table record will automatically updated You can also analyze data and or information by creating the queries Microsoft Access 2010 offers an enhanced query designing tool for screening the records in the minimum possible time The navigation pane of Microsoft Access 2010 makes it quite easy to access the database objects like tables forms queries and reports conveniently Microsoft Access 2010 equips the user with a Report tool for generating reports for printing the tables and query results in a highly standardized and presentable manner Microsoft Access 2010 also allows you to print table and report results in a well organized way This study guide is divided into different chapters which have comprehensive details of different tools commands features and functions of Microsoft Access 2010 It will be a prized service package for those who want to make practical use of Microsoft Access 2010 in their information management Click Buy Now to get it now **Microsoft**

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SharePoint 2010 Enterprise Architect's Guidebook Reza Alirezaei,Brian Wilson,Arpan Shah,Bill Baer,Martin

Kearn,2012-04-03 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect's Guidebook you'll quickly discover the requirements for designing a successful SharePoint 2010 deployment

Hydrogeological Conceptual Site Models

Neven Kresic,Alex Mikszewski,2012-07-30 A reference for students researchers and environmental professionals Hydrogeological Conceptual Site Models Data Analysis and Visualization explains how to develop effective conceptual site models perform advanced spatial data analysis and generate informative graphics for applications in hydrogeology and groundwater remediation Written by expert practitioners this full color book illustrates how fundamental hydrogeological concepts are translated into quantitative high resolution computer visualizations In addition the authors discuss topics not typically covered in conventional textbooks including GIS technology and the relationship between conceptual site models and environmental policy Advanced Methods for Data Analysis and Visualization Featuring more than 500 color illustrations this unique and visually powerful book outlines the required elements of a conceptual site model and provides numerous examples of supporting charts cross sections maps and 3D graphics The authors describe advanced analytical methods such as geospatial processing kriging and groundwater modeling through practical real life examples They also present numerous case studies in groundwater supply and remediation to help explain key engineering design concepts Data Driven Assessments of Groundwater Management Policy The authors tackle controversial topics ranging from technical impracticability of groundwater remediation to sustainable management of groundwater resources They encourage discussion and independent thought about how current environmental policies and practices can evolve to achieve better outcomes at less cost to society Practical Strategies for Communicating Your Findings to the General Public While the book is technical in nature equations and advanced theory are kept to a minimum The text focuses on practical strategies to help you create easy to understand data tables graphs maps and illustrations for technical and nontechnical audiences alike A companion DVD includes animations reference material modeling software and more

Access 2010: The Missing Manual

Matthew MacDonald,2010-06-18 Unlock the secrets of this powerful database program and discover how to use

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Smart Materials and Intelligent Systems, SMIS2010 H. Wang, B.J. Zhang, X.Z. Liu, Dai Zhong, Luo, Shao Bo, Zhong, 2010-10-28 Selected peer reviewed papers from the International Conference on Smart Materials and Intelligent Systems SMIS 2010 December 17-20 2010 Chongqing China

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

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Development of a Runway

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Microsoft Access 2010 Introduction Quick Reference

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Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)

Beezix, Inc Staff, 2010-10-30 Laminated quick reference card 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 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 Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Sorting Removing Automatic Labels Modifying Automatic Labels Modifying Form Controls Report Design Summarizing by Group Printing Options Table Relationships Complex Expressions Examples Form Control This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate

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Table of Contents Microsoft Access User Guide 2010

1. Understanding the eBook Microsoft Access User Guide 2010
 - The Rise of Digital Reading Microsoft Access User Guide 2010
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access User Guide 2010
 - 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 User Guide 2010
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access User Guide 2010
 - Personalized Recommendations
 - Microsoft Access User Guide 2010 User Reviews and Ratings
 - Microsoft Access User Guide 2010 and Bestseller Lists

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