

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

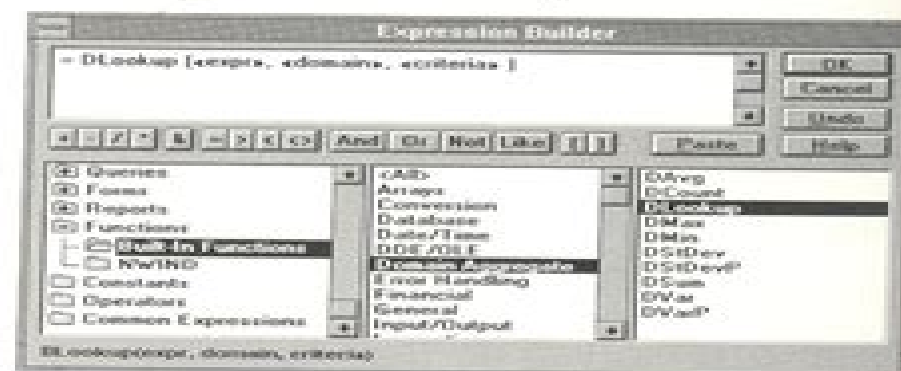


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

Builders

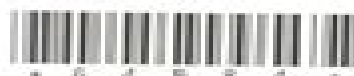


By clicking this button when setting certain properties or entering expressions, you can use a builder, such as the Expression Builder.



Keyboard Shortcuts

Press	To do this
P6	Move between window sections
CTRL+P6	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
P9	Recalculate fields in the window
SHIFT+P9	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 2010

Paul O'Doherty



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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

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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

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7 SP1 QuickSteps Marty Matthews, 2011-07-22 Step by Step Full Color Graphics Get up to speed with Windows 7 right away the QuickSteps way Fully updated to cover Windows 7 SP1 Windows Live Mail 2011 and Internet Explorer 9 this book includes color screenshots and clear explanations that show you how to maximize the powerful features and upgrades available in Windows 7 Find out how to navigate and customize your desktop store data manage files connect to the Internet use email add hardware and software work with photos and enjoy multimedia Managing security and setting up a wired or wireless network are also covered Start using Windows 7 in no time with help from this hands on guide The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid Marty Matthews is the cocreator of the QuickSteps series and the author or coauthor of more than 70 books including the bestselling Windows Vista QuickSteps and Windows 7 QuickSteps

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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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