

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

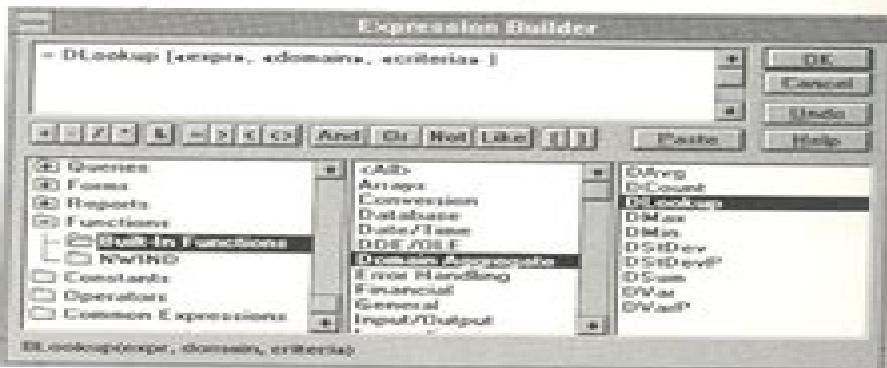


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

Builders

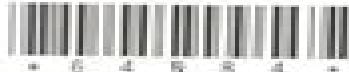


By clicking this button when setting certain properties or entering expressions, you can use a builder, such as the Expression Builder.



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

Paul O'Doherty

Microsoft Access User Guide 2010:

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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

your data in creative ways With this book's easy step by step process you'll quickly learn how to build and maintain a complete Access database using Access 2013's new simpler user interface and templates You also get practices and tips from the pros for good database design ideal whether you're using Access for school business or at home The important stuff you need to know Build a database with ease Store information to track numbers products documents and more Customize the interface Build your own forms to make data entry a snap Find what you need fast Search sort and summarize huge amounts of information Put your data to use Turn raw info into printed reports with attractive formatting Share your data Collaborate online with SharePoint and the Access web database Dive into Access programming Get tricks and techniques to automate common tasks Create rich data connections Build dynamic links with SQL Server SharePoint and other systems

Windows 8 QuickSteps Marty Matthews, 2012-11-30 Step by Step Full Color Graphics Show You How to Use Windows 8 Get up and running with Windows 8 right away the QuickSteps way Full color screenshots on every page with clear instructions make it easy to use this innovative operating system on any device Follow along and learn how to navigate the touch interface customize your desktop store data manage files connect to the Internet use email add hardware and software download apps work with photos and enjoy multimedia You'll also learn how to control security and set up a wired or wireless network This practical fast paced guide gets you started in no time 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 Screenshots with callouts that show and explain exactly what you'll see on your computer screen while you're doing a task The unique landscape 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

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

Veer-off Location Distribution Risk Assessment Model and Reporting Template Manuel Ayres (Jr.),2014 Background Research Approach Veer off reporting and data collection Availability of data for modeling veer off risk Modeling veer off risk Analysis software Model validation Conclusions and guidance

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

VMware View 5 Paul O'Doherty,2012-11-26 VMware View 5 for the Desktop DELIVER HIGH VALUE VIRTUAL DESKTOP INFRASTRUCTURE AND A SUPERIOR USER EXPERIENCE Companies that have already realized the benefits of VMware server virtualization are now discovering that VMware View 5 offers equally powerful opportunities on the client side VMware View 5 is a comprehensive enterprise class solution But until now crucial information about it has been scattered throughout dozens of technical documents In VMware View 5 leading desktop virtualization expert Paul O Doherty combines this critical information with deep insights and best practices from his extensive enterprise deployment experience O Doherty walks through every step from the earliest planning phases through configuration implementation and management He addresses important considerations ranging from changes to end user experience through support and performance management You ll learn how to plan and smoothly stage virtual desktop infrastructure deployments and avoid pitfalls associated with latency scalability storage and networking Whether you re an architect system administrator or virtualization consultant this guide s proven techniques can help you dramatically improve IT productivity as you build environments that are far more flexible and easier to manage

Windows

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

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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