

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
F5	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

Microsoft Access User Guide 201

Balaji Iyer, Abhi Jeevaganambi



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Table of Contents Microsoft Access User Guide 201

1. Understanding the eBook Microsoft Access User Guide 201
 - The Rise of Digital Reading Microsoft Access User Guide 201
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access User Guide 201
 - 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 201
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access User Guide 201
 - Personalized Recommendations
 - Microsoft Access User Guide 201 User Reviews and Ratings
 - Microsoft Access User Guide 201 and Bestseller Lists
5. Accessing Microsoft Access User Guide 201 Free and Paid eBooks

- Microsoft Access User Guide 201 Public Domain eBooks
- Microsoft Access User Guide 201 eBook Subscription Services
- Microsoft Access User Guide 201 Budget-Friendly Options
- 6. Navigating Microsoft Access User Guide 201 eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access User Guide 201 Compatibility with Devices
 - Microsoft Access User Guide 201 Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access User Guide 201
 - Highlighting and Note-Taking Microsoft Access User Guide 201
 - Interactive Elements Microsoft Access User Guide 201
- 8. Staying Engaged with Microsoft Access User Guide 201
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access User Guide 201
- 9. Balancing eBooks and Physical Books Microsoft Access User Guide 201
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access User Guide 201
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access User Guide 201
 - Setting Reading Goals Microsoft Access User Guide 201
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access User Guide 201
 - Fact-Checking eBook Content of Microsoft Access User Guide 201
 - 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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