

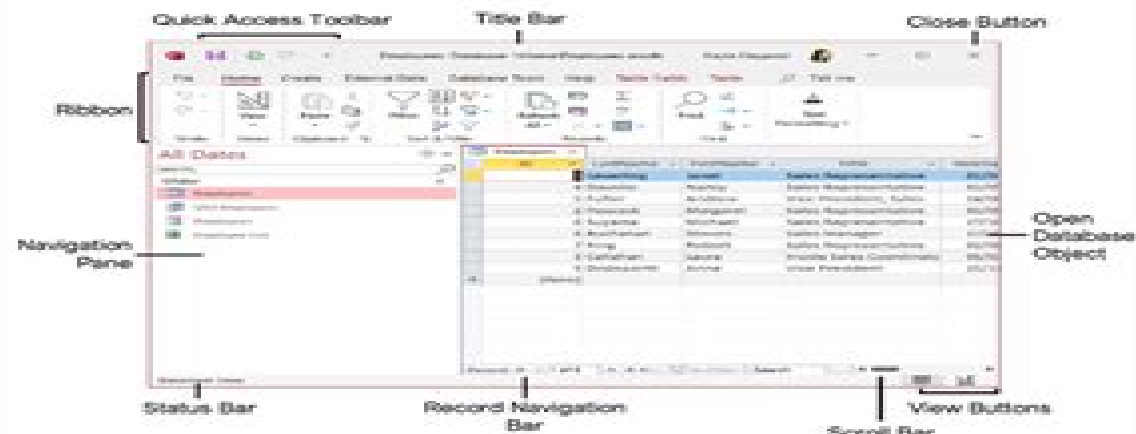


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Access Quick Reference Basic Skills

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The Access Program Screen



Keyboard Shortcuts

General

Create a new database.....	Ctrl + N
Open a database.....	Ctrl + O
Close a database.....	Ctrl + W
Close Access.....	Alt + F4
Print current view.....	Ctrl + P
Help.....	F1
Delete record.....	Ctrl + -
Cancel changes.....	Esc
Insert date.....	Ctrl + ;
Insert time.....	Shift + Ctrl + ;
Insert value from same field in previous position.....	Ctrl + `
Spell check.....	F7
Switch applications.....	Alt + Tab

Navigation

Move between query or table rows.....	T, ↓
Move between query or table columns.....	←, →
Next field.....	Tab
Previous field.....	Shift + Tab
Next screen.....	Page Down
Previous screen.....	Page Up
First record.....	Ctrl + ↑
Last record.....	Ctrl + ↓
Go to a specific record.....	F5
Toggle Navigation Pane.....	F11

Editing

Cut.....	Ctrl + X
Copy.....	Ctrl + C
Paste.....	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Find.....	Ctrl + F
Replace.....	Ctrl + H

Design View

View properties.....	Alt + Enter
Open object in Design view.....	Ctrl + Enter
Save object.....	Ctrl + S
Switch to Form view.....	F5

Access Basics

Open a Database: Click the **File** tab and select **Open**, or press **Ctrl + O**.

Save a Database: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Use the Navigation Pane: Click the **All Access Objects** button at the top of the Navigation Pane and select the type of object(s) you want to display.

Open a Database Object: Double-click an object in the Navigation Pane.

Modify a Database Object in Design View: Click the **View** list arrow and select **Design View**.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to display.

Rename a Database Object: In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

Delete a Database Object: Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

Get Help: Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

Close a Database Object: Click the object's **Close** button in the upper-right corner of the window.

Close a Database: Click the **File** tab and select **Close**.

Database Objects

- Tables** store a database's data in rows (records) and columns (fields).
- Queries** ask a question of data stored in a table.
- Forms** are custom screens that provide an easy way to enter and view data in a table or query.
- Reports** present data from a table or query in a printed format.
- Macros** automate several tasks into a single command.
- Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.

Microsoft Access 2010 Cheat Sheet

Jan Saunders Maresh



Microsoft Access 2010 Cheat Sheet:

Access 2010 For Dummies Laurie A. Ulrich, Ken Cook, 2010-05-10 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 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

Office 2010 For Dummies Wallace Wang, 2010-04-07 The latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting

appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide

Office 2013 For Dummies Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizzazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient

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

Word 2010 For Dummies Dan Gookin,2010-05-10 Dan Gookin gets you up to speed so you can get down to work with all the new features of Word 2010 Bestselling and quintessential For Dummies author Dan Gookin employs his usual fun and friendly candor while walking you through the spectrum of new features of Word 2010 Completely in tune with the needs of the beginning Word user Gookin shows you how to use Word quickly and efficiently so that you can spend more time working on your projects and less time trying to figure out how to make Word perform the tasks you need it to do This newest edition of Word For Dummies explains how to navigate the user interface and take advantages of file formats and skips the unnecessary jargon Unparalleled author Dan

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C# 2010 All-in-One For Dummies Bill Sempf, Charles Sphar, Stephen R. Davis, 2010-04-26 A logical straightforward approach to learning the C language C is a complicated programming language for building NET connected software for Microsoft Windows the Web and a wide range of devices The friendly All in One For Dummies format is a perfect way to present it Each minibook is a self contained package of necessary information making it easy to find what you re looking for Upgrades in C 2010 include the ability to build Windows 7 applications and compatibility with Python and Ruby C is a somewhat complex programming language for building NET connected software for Microsoft Windows the Web and other devices Beginning C programmers will appreciate how the All in One format breaks the topic into minibooks each one addressing a key body of information Minibooks include creating your first C program Windows 7 programming basic C programming object based programming object oriented programming Windows programming with C and Visual Studio and debugging Companion Web site includes all sample code Beginning C programmers will find C 2010 All in One For Dummies explains a complicated topic in an easy understandable way Note CD ROM DVD and other supplementary materials are not included as part of eBook file

Malware Forensics Field Guide for Windows Systems Cameron H. Malin, Eoghan Casey, James M. Aquilina, 2012-05-11 Malware Forensics Field Guide for Windows Systems is a handy reference that shows students the essential tools needed to do computer forensics analysis at the crime scene It is part of Syngress Digital Forensics Field Guides a series of companions for any digital and computer forensic student investigator or analyst Each Guide is a toolkit with checklists for specific tasks case studies of difficult situations and expert analyst tips that will aid in recovering data from digital media that will be used in criminal prosecution This book collects data from all methods of electronic data storage and transfer devices including computers laptops PDAs and the images spreadsheets and other types of files stored on these devices It is specific for Windows based systems the largest running OS in the world The authors are world renowned leaders in investigating and analyzing malicious code Chapters cover malware incident response volatile data collection and examination on a live Windows system analysis of physical and process memory dumps for malware artifacts post mortem forensics discovering and extracting malware and associated artifacts from Windows systems legal considerations file identification and profiling initial analysis of a suspect file on a Windows system and analysis of a suspect program This field guide is intended for computer forensic investigators analysts and specialists A condensed hand held guide complete with on the job tasks and checklists Specific for Windows based systems the largest running OS in the world Authors are world renowned leaders in investigating and analyzing malicious code

SharePoint 2010 Development For Dummies Ken Withee, 2011-02-09 A much needed guide that shows you how to leverage SharePoint tools without writing a

line of code The great news about SharePoint is you don't need to be a seasoned NET developer to develop custom functions for it This book shows you how to use SharePoint Designer Report Builder Dashboard Designer InfoPath Excel Word Visio and the SharePoint web based UI to design and develop without ever writing a line of code Learn how to customize your site build SharePoint apps start social networking or add Web parts This straightforward guide makes everything easier Introduces you to SharePoint 2010 components and features and how you can use them in development Explains useful development tools including document libraries lists basic workflows Excel Visio Visual Studio InfoPath and Word Shows how to tap the tools of business users and analysts such as SharePoint Designer Report Builder and Dashboard Designer Also covers topics for more experienced programmers including SharePoint Object Model OM SharePoint Web Services SharePoint Software Developer Kit SDK Silverlight JavaScript the NET Framework and Web Part development Learn how to extend the functionality of the top enterprise portal and collaboration technology on the market with SharePoint 2010

Development For Dummies *Bowling For Dummies* A.J. Forrest, Lisa Iannucci, 2010-07-06 The fast and easy way to perfect your bowling game Bowling is an inexpensive date an affordable night out for the whole family and a fun hangout activity for kids of all ages Bowling For Dummies reveals the tips tricks and rules of play for this iconic American sport While not every player can hope to bowl 300 you can improve your average and show off for friends family and bowling league teammates Bowling For Dummies provides easy to understand instructions for improving your bowling game The expert tips and advice take you through every step of the game from selecting the right shoes to the proper way to yell Strike Packed with photos and line drawings Step by step instructions and illustrations included for all techniques Covers beginner through more advanced techniques Whether you're a casual bowler or on a bowling league the practical friendly advice in Bowling For Dummies will have you itching to hit the lanes to try out your new skills *Sewing For Dummies* Jan Saunders

Maresh, 2010-08-31 The most complete guide to sewing basics People are always looking for ways to cut expenses and be creative and stylish at the same time Learning to sew is a great way to arm yourself with the skills to repair and create clothing and furnishings for yourself and your family for little to no cost But learning how to sew and how to choose the tools and supplies to begin sewing can be confusing Now you can turn to this hands on friendly guide for the most up to date information the best techniques and fun projects for learning or brushing up on the art of sewing Easy to follow instructions and step by step illustrations make it easier to learn Fresh new patterns projects stitches and techniques for fashion and the home Budget conscious tips for breathing new life into existing garments Complete with a section on common sewing mistakes and how to avoid them Sewing For Dummies 3rd edition gives you the confidence and know how to sew like a pro

Auditing For Dummies Maire Loughran, 2010-07-06 The easy way to master the art of auditing Want to be an auditor and need to hone your investigating skills Look no further This friendly guide gives you an easy to understand explanation of auditing from gathering financial statements and accounting information to analyzing a client's financial position Packed with

examples it gives you everything you need to ace an auditing course and begin a career today Auditing 101 get a crash course in the world of auditing and a description of the types of tasks you ll be expected to perform during a typical day on the job It s risky business find out about audit risk and arm yourself with the know how to collect the right type of evidence to support your decisions Auditing in the real world dig into tons of sample business records to perform your first audit Focus on finances learn how both ends of the financial equation balance sheet and income statement need to be presented on your client s financial statements Seal the deal get the lowdown on how to wrap up your audit and write your opinion After the audit see the types of additional services that may be asked of you after you ve issued your professional opinion **Singing**

For Dummies Pamela S. Phillips,2010-11-02 Take your voice to the next level and grow as a performer Whether you re a beginning vocalist or a seasoned songster Singing for Dummies makes it easy for you to achieve your songbird dreams This practical guide gives you step by step instructions and lots of helpful tips hints vocal exercises reminders and warnings for both men and women including advice on the mechanics of singing discovering your singing voice developing technique singing in performance maintaining vocal health and performing like a pro This Second Edition is an even greater resource with additional vocal exercises new songs and information on the latest technology and recording devices Covers comprehensive singing techniques finding one s pitch the importance of posture and breath control and taking care of one s voice Discover how to sing alone or with accompaniment The updated CD features new tracks and musical exercises as well as demonstrations of popular technique scales and pitch drills and practice songs for singers of all levels Singing for Dummies Second Edition contains all the information practices techniques and expert advice you need to hone your vocal skills with ease Note DVD and other supplementary materials are not included as part of eBook file These materials are available for download upon purchase *Statics For Dummies* James H. Allen, III,2010-08-13 The fast and easy way to ace

your statics course Does the study of statics stress you out Does just the thought of mechanics make you rigid Thanks to this book you can find balance in the study of this often intimidating subject and ace even the most challenging university level courses Statics For Dummies gives you easy to follow plain English explanations for everything you need to grasp the study of statics You ll get a thorough introduction to this foundational branch of engineering and easy to follow coverage of solving problems involving forces on bodies at rest vector algebra force systems equivalent force systems distributed forces internal forces principles of equilibrium applications to trusses frames and beams and friction Offers a comprehensible introduction to statics Covers all the major topics you ll encounter in university level courses Plain English guidance help you grasp even the most confusing concepts If you re currently enrolled in a statics course and looking for a friendlier way to get a handle on the subject Statics For Dummies has you covered Chess Openings For Dummies James Eade,2010-08-02 Improve your chess game the fast and easy way You never get a second chance to make a first impression especially in the game of chess Chess Openings For Dummies gives you tips and techniques for analyzing openings and strategies for winning chess games

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Herb Gardening For Dummies Karan Davis Cutler,Kathleen Fisher,Suzanne DeJohn,National Gardening Association,2010-11-23 A plain English guide to the world of herb gardening Starting an herb garden isn t free but it certainly outweighs the growing costs of buying retail herbs Plus adding homegrown ingredients to your meals is a healthy and tasty way to improve upon any dish you whip up at home This friendly hands on guide is an excellent introduction to the world of herb gardening It gives you tips and advice to grow a thriving herb garden that will add depth and flavor to home cooked meals as well as boost your health How to choose plant and care for herbs Covers ready made versus homemade soil mixes starting plants from seeds and other fundamentals How to prevent insects pests and diseases from invading your containers Over 30 herb recipes for everyday uses including rubs marinades beauty products and more Whether you re interested in getting step by step instructions for starting on your first herb garden or already have one and want to learn new tips and techniques Herb Gardening For Dummies 2nd Edition has you covered

Facebook Advertising For Dummies Paul Dunay,Richard Krueger,Joel Elad,2010-10-26 Profitable ideas and techniques for advertising on Facebook Tap into the explosive growth of social media and reach your customers with effective Facebook advertising campaigns and savvy insights into how to use this social media phenomenon effectively It s all here and more in this detailed easy to follow guide from two award winning marketers You ll learn what makes a good Facebook ad how to apply the latest strategies and tactics for effective pay per click and cost per impression advertising how to test your ad results and much more Explores Facebook advertising inside and out there are now more than 400 million active Facebook users and over 1 6 million active Pages on Facebook Works as an all around hands on guide for both experienced and new Facebook advertisers Walks you through planning and creating an advertising campaign Explains writing effective ad copy how to use landing pages and how to test and optimize your ads Shows you how to use Facebook Insights to understand your results and how to create reports that analyze data Put your company s best face forward with the sound advertising tips and techniques in Facebook Advertising For Dummies

Canon EOS Rebel T2i / 550D For Dummies Julie Adair King,Dan Burkholder,2010-06-08 The straightforward guide to the new Canon EOS Rebel T2i 550D Popular tech blog Gizmodo com called the Canon EOS Rebel T2i 550D an incredible camera everything a first DSLR should be With 1080p digital video capability and an 18 megapixel sensor that improves low light shooting all for under 900 the accolades are well earned And for less than 30 you can learn how to maximize your digital photography experience Packed

with more than 300 color photos and 100 color screen captures throughout this beginner book walks you through the camera's controls, features and shooting modes. If you're new to the Canon EOS Rebel T2i 550D, this fun and friendly guide shifts you out of automatic mode and helps you shoot memorable digital photos. Aimed at first-time dSLR users looking for a guide that clearly and patiently explains the features and controls of the Canon EOS Rebel T2i 550D, *Explores the on-board controls and situational shooting*, *Addresses using live view and playback modes*, *Explains dialing in exposure and lighting controls*, *Details how to edit, print, post online and other ways to share images*, *Spells out how to manipulate focus and color controls*. Canon EOS Rebel T2i 550D For Dummies delivers a straightforward look through the lens of your dSLR. **Professional Blogging**

For Dummies Susan J. Getgood, 2010-07-08 Take your hobby to the next level and turn your blog into real income. Anyone who blogs knows that it is a fun, creative way for sharing thoughts and opinions. Now imagine making money from that hobby. This practical how-to guide shows you how you can get serious about using your blog and implement advertising, sponsorship, partnerships and affiliate marketing options to turn your hobby into extra income or even a full-time career. Helpful examples and featured articles with topic experts and bloggers who have built successful businesses demonstrate how to promote your business or build a blog-based business. Discusses finding your niche, adhering to legal considerations, establishing your disclosure and privacy policies and dealing responsibly with review requests. Introduces ideas for advertising and other monetization options and recommends promotional avenues to explore. Suggests creative ways to keep your blog fresh, unique and interesting. Provides tips for monitoring and measuring your success. **Professional Blogging For Dummies** opens the door to a world of money-making blogging possibilities. **Welding For Dummies** Steven Robert

Farnsworth, 2010-09-07 Get the know-how to weld like a pro. Being a skilled welder is a hot commodity in today's job market as well as a handy talent for industrious do-it-yourself repairpersons and hobbyists. *Welding For Dummies* gives you all the information you need to perform this commonly used yet complex task. This friendly, practical guide takes you from evaluating the material to be welded all the way through the step-by-step welding process and everything in between. Plus you'll get easy-to-follow guidance on how to apply finishing techniques and advice on how to adhere to safety procedures. Explains each type of welding, including stick, tig, mig and fluxcore welding as well as oxyfuel cutting, which receives sparse coverage in other books on welding. Tips on the best welding technique to choose for a specific project. Required training and certification information. Whether you have no prior experience in welding or are looking for a thorough reference to supplement traditional welding instruction, the easy-to-understand information in *Welding For Dummies* is the ultimate resource for mastering this intricate skill.

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