

## 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

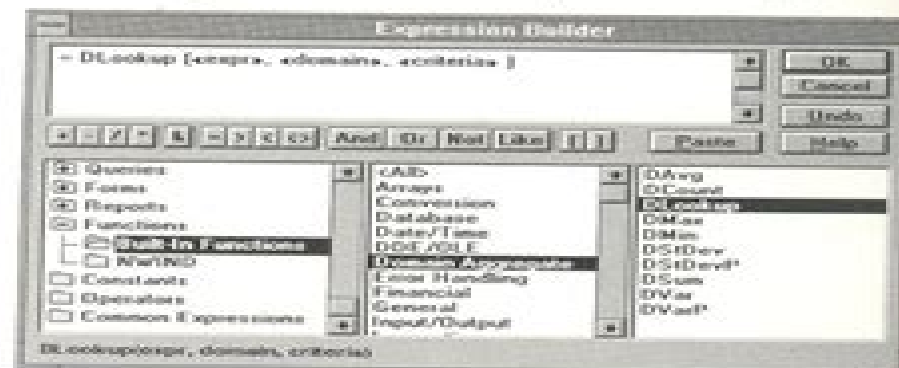


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

## 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**

# Htr And Microsoft Access User Manual

**Victor M. Corman**



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## **Table of Contents Htr And Microsoft Access User Manual**

1. Understanding the eBook Htr And Microsoft Access User Manual
  - The Rise of Digital Reading Htr And Microsoft Access User Manual
  - Advantages of eBooks Over Traditional Books
2. Identifying Htr And Microsoft Access User Manual
  - 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 Htr And Microsoft Access User Manual
  - User-Friendly Interface
4. Exploring eBook Recommendations from Htr And Microsoft Access User Manual
  - Personalized Recommendations
  - Htr And Microsoft Access User Manual User Reviews and Ratings
  - Htr And Microsoft Access User Manual and Bestseller Lists
5. Accessing Htr And Microsoft Access User Manual Free and Paid eBooks
  - Htr And Microsoft Access User Manual Public Domain eBooks
  - Htr And Microsoft Access User Manual eBook Subscription Services
  - Htr And Microsoft Access User Manual Budget-Friendly Options

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