

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

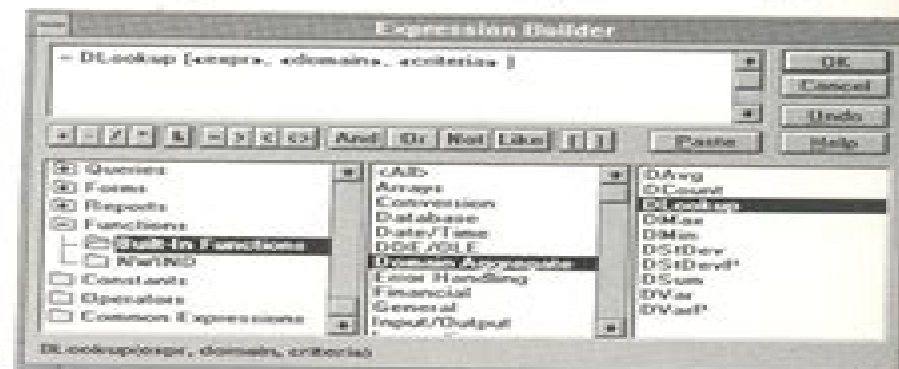


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

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 Manual Ita

Chao Zhang



Microsoft Access User Manual Ita:

This book delves into Microsoft Access User Manual Ita. Microsoft Access User Manual Ita is a crucial topic that needs to be grasped by everyone, ranging from students and scholars to the general public. The book will furnish comprehensive and in-depth insights into Microsoft Access User Manual Ita, encompassing both the fundamentals and more intricate discussions.

1. This book is structured into several chapters, namely:

- Chapter 1: Introduction to Microsoft Access User Manual Ita
- Chapter 2: Essential Elements of Microsoft Access User Manual Ita
- Chapter 3: Microsoft Access User Manual Ita in Everyday Life
- Chapter 4: Microsoft Access User Manual Ita in Specific Contexts
- Chapter 5: Conclusion

2. In chapter 1, this book will provide an overview of Microsoft Access User Manual Ita. The first chapter will explore what Microsoft Access User Manual Ita is, why Microsoft Access User Manual Ita is vital, and how to effectively learn about Microsoft Access User Manual Ita.
3. In chapter 2, the author will delve into the foundational concepts of Microsoft Access User Manual Ita. The second chapter will elucidate the essential principles that must be understood to grasp Microsoft Access User Manual Ita in its entirety.
4. In chapter 3, this book will examine the practical applications of Microsoft Access User Manual Ita in daily life. This chapter will showcase real-world examples of how Microsoft Access User Manual Ita can be effectively utilized in everyday scenarios.
5. In chapter 4, the author will scrutinize the relevance of Microsoft Access User Manual Ita in specific contexts. This chapter will explore how Microsoft Access User Manual Ita is applied in specialized fields, such as education, business, and technology.
6. In chapter 5, the author will draw a conclusion about Microsoft Access User Manual Ita. This chapter will summarize the key points that have been discussed throughout the book.

The book is crafted in an easy-to-understand language and is complemented by engaging illustrations. It is highly recommended for anyone seeking to gain a comprehensive understanding of Microsoft Access User Manual Ita.

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