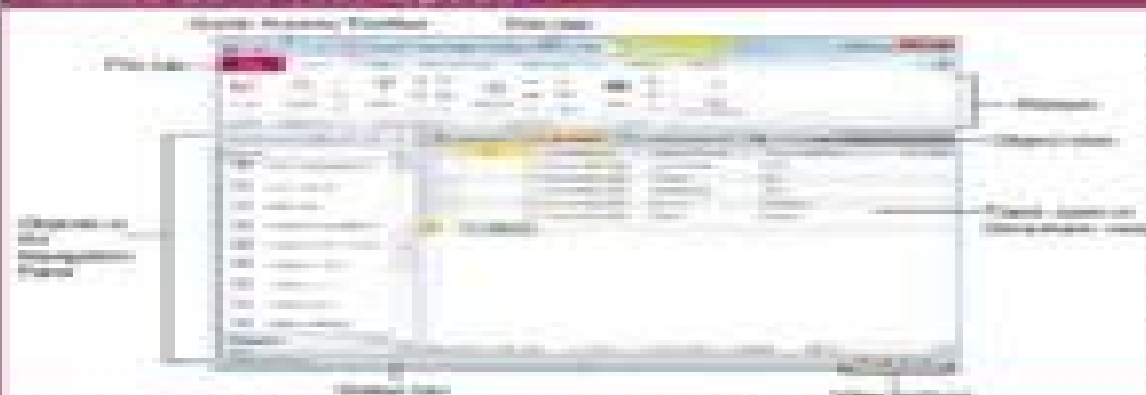


Access 2010

Quick Reference Card

Access 2010 Workspace



Playbook Shortcuts

General

Open a Database	Ctrl + O
Save Database	Ctrl + S
Print Database	Ctrl + P
Close	Ctrl + W
Help	F1
Undo Recent	Ctrl + Z
Forward/Backward	Tab
Reset Date	Ctrl + ;
Reset Time	Shift + Ctrl + ;
Reset Value from Name Field in Navigation Window	Ctrl + Space/Enter
Object Sorting	F7
Custom Navigation	Alt + Tab

Database Objects

- Tables** store information in rows (records) and columns (fields).
- Queries** allow data to be dynamically changed, sorted, and combined for easy analysis.
- Forms** are custom screens that provide an easy way to enter, edit, and view data in a table.
- Reports** present data in a format that is easy to print or export to a variety of formats.
- Macros** automate repetitive tasks and can be used for creating a custom application without code.
- Modules** are groups of procedures written in Visual Basic, intended to automate tasks.
- To Open an Object:** Click and drag the object in the Navigation Pane.
- To Close an Object:** Click the Close button on the Ribbon, or click **Window > Close** for the object's respective window.
- To Delete an Object:** Select the object on the Ribbon. Click **Delete**.

The Fundamentals

- The Ribbon** contains the **Database** group, which contains commands for working with a database file, and the **Table**, **Form**, **Query**, **Report**, and **Navigation** groups.
- Navigation Pane:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Database Window:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Table:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Form:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Query:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Report:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- Navigation:** Contains the **Tables**, **Queries**, **Forms**, **Reports**, and **Navigation** groups.
- To Open an Object:** Click and drag the object in the Navigation Pane.
- To Close an Object:** Click the Close button on the Ribbon, or click **Window > Close** for the object's respective window.
- To Delete an Object:** Select the object on the Ribbon. Click **Delete**.
- To Export Data to Another Format:** Click the **External Data** tab on the Ribbon, and click the appropriate button in the **Export** group.
- To Save a Database:** Click the File tab, and click **Save**.
- To Close a Database:** Click the File tab, and click **Close**.

Printing

Print	Ctrl + P
Print Range	Ctrl + R
Print	Ctrl + P
Print	Ctrl + P
Print	Ctrl + P
Print	Ctrl + P

Design View

Properties	Alt + Enter
Open Object in Design View	Ctrl + D
Save Object	Ctrl + S

Formatting Tools

Font	Ctrl + B
Style	Ctrl + I
Color	Ctrl + C

Navigation Tools

Next Field	Tab
Previous Field	Shift + Tab
Next Record	Page Down
Previous Record	Page Up
First Record	Ctrl + F
Last Record	Ctrl + L
Toggle Navigation Pane	F10

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web volume pek drainase beton luas total luas lubang drainase x panjang drainase volume pek drainase beton $a \times h \times a \times h \times$ panjang volume pek drainase beton $0.5 \times 0.5 \times 0.3 \times 0.4 \times 100$ volume pek drainase beton $0.25 \times 0.12 \times 100 = 13 \text{ m}^3$ dari hasil perhitungan diatas maka dapat diketahui volume pekerjaan drainase

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web nov 11 2022 untuk bisa mengetahui jumlah pemakaian material pada kegiatan drainase maka langkah pertama yang harus dilakukan adalah menghitung volume drainase yang akan

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web contoh soal dimensi dari drainase pasangan batu ini untuk galian tanah sama dengan contoh sebelumnya hanya saja ditambah dengan pasangan batu dengan tebal dimensi 20 cm lihat gambar untuk lebih jelas untuk mengetahui volume pekerjaan drainase tersebut maka volume pek drainase luas penampang bersih x panjang drainase

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web for example analysed managed budgeted and audited below we ll look at six real examples you could use on your accounting and finance cv and explain why these will impress the recruiter you can tailor these to reflect your own achievements managing or overseeing others helping to cut business costs