

## 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

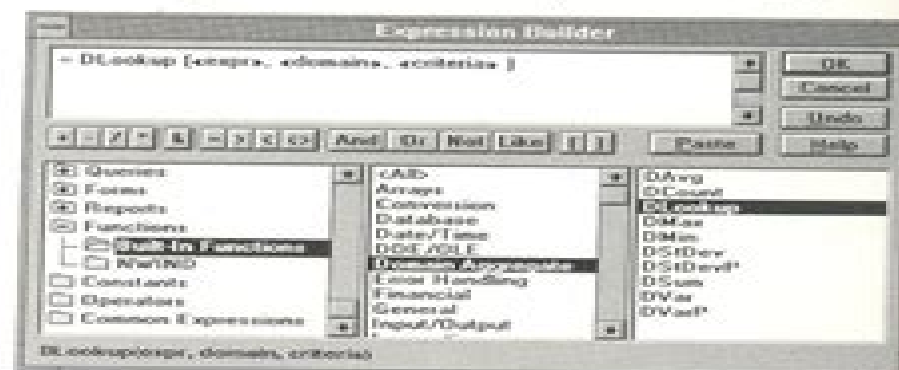


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

## 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 2007

**WJ Hussar**



## **Microsoft Access User Guide 2007:**

Office and SharePoint 2010 User's Guide Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment

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features of Windows 7 and MS Office 2007 starting with the history of computers what are the basic parts of the computer how to use Tux Paint WordPad MS Paint how to program in LOGO and also give an introduction to the Internet However the books for classes 6 8 are for senior students and take a deep dive into the advanced features of Windows 7 and MS Office 2007 including how to do programming in QBasic HTML and Visual Basic Students learn to create animations using Flash and Photoshop and how to communicate using the Internet The ebook version does not contain CD

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options so you can set it and forget it and finally a look at the client side applications that interact with the new servers Detailed information on how to Install each of the seven Office 2007 Servers including both standalone and server farm installation Handle post installation configuration options for each of the seven Office 2007 Servers Create InfoPath forms to post to your InfoPath Forms Server Work with the Groove client once your Groove Servers are in place Communicate more efficiently within your company using a Communications Server and the new Communicator 2007 client Handle larger projects through Project Professional 2007 with your new Project Server and Project Portfolio Server Understand Business Intelligence BI in order to manage your company s future through PerformancePoint Server Improve your ability to search for content through your SharePoint Server for Search J Peter Bruzzese is an independent consultant and trainer for a variety of clients including CBT Nuggets New Horizons and ONLC com Over the past ten years Peter has worked for with Goldman Sachs CommVault Systems and Microsoft to name a few He focuses on corporate training and has had the privilege of working with some of the best trainers in the business of computer education In the past he specialized in Active Directory and Exchange instruction as well as certification training Peter is a contributor to Redmond Magazine WindowsITPro magazine and several tech sites and a speaker for the MCP TechMentor Conferences Ronald Barrett is the director of information technology for an accounting and financial services firm while also serving as chairman for the Technology Executive Committee for CPAmerica a national CPA network consisting of 15 000 professionals

**Access 2007: The Missing Manual** Matthew MacDonald,2006-12-29 Compared to industrial strength database products such as Microsoft s SQL Server Access is a breeze to use It runs on PCs rather than servers and is ideal for small to mid sized businesses and households But Access is still intimidating to learn It doesn t help that each new version crammed in yet another set of features so many in fact that even the pros don t know where to find them all Access 2007 breaks this pattern with some of the most dramatic changes users have seen since Office 95 Most obvious is the thoroughly redesigned user interface with its tabbed toolbar or Ribbon that makes features easy to locate and use The features list also includes several long awaited changes One thing that hasn t improved is Microsoft s documentation To learn the ins and outs of all the features in Access 2007 Microsoft merely offers online help Access 2007 The Missing Manual was written from the ground up for this redesigned application You will learn how to design complete databases maintain them search for valuable nuggets of information and build attractive forms for quick and easy data entry You ll even delve into the black art of Access programming including macros and Visual Basic and pick up valuable tricks and techniques to automate common tasks even if you ve never touched a line of code before You will also learn all about the new prebuilt databases you can customize to fit your needs and how the new complex data feature will simplify your life With plenty of downloadable examples this objective and witty book will turn an Access neophyte into a true master

The Unofficial Guide to Microsoft Office Word 2007 David J. Clark,2007-02-12 An overview of the latest version of the word processing application describes the new features and

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and walk through creating samples of these solutions understanding the challenges these solutions are designed to address and the benefits they can provide The authors have brought together this information based on their extensive experience working with these tools and with business users who effectively leverage these technologies within their organizations These experiences were incorporated into the writing of this book to make it easy for you to gain the knowledge you need to make the most of the product

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 Tony Redmond, 2011-04-08 Microsoft Exchange Server 2007 marks the biggest advancement in the history of the Exchange Product group The completely re engineered server system will change the face of how IT administrators approach Exchange Tony Redmond one of the world's most acclaimed Exchange experts offers insider insight from the very basics of the newly transformed architecture to understanding the nuances of the new and improved Microsoft Management Console MMC 3.0 and the two new administrative interfaces the Exchange Management Console EMC and the Exchange Management Shell EMS How Exchange works with Active Directory How the new management model works How to use the Exchange Management Shell to automate administrative operations How Outlook Outlook Web Access and Windows Mobile clients work with Exchange How Exchange 2007 message routing differs from previous versions How to help your users to use Exchange intelligently How to select hardware for Exchange 2007

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**SQL for Microsoft Access** Cecelia L. Allison, Neal A. Berkowitz, 2008-06-20 SQL for Microsoft Access Second Edition provides a guide to getting the most out of Microsoft Access through the use of Structured Query Language Step by step examples demonstrate how to use SQL script to create tables add records to tables and retrieve and manage records Readers will also learn about calculated fields Access projects and the integration of SQL script in VBA and ASP code Explore the relational database structure and the basics of SQL Understand how table joins unions and subqueries are used to retrieve records from multiple tables simultaneously Learn how to filter records and group data Discover how to create parameter queries that prompt users for data Test your knowledge and comprehension with the end of chapter quizzes and projects 2008 374

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