

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

Micro Soft Acces User Manual

LP Steffe



Micro Soft Acces User Manual:

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Table of Contents Micro Soft Acces User Manual

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

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