

## 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

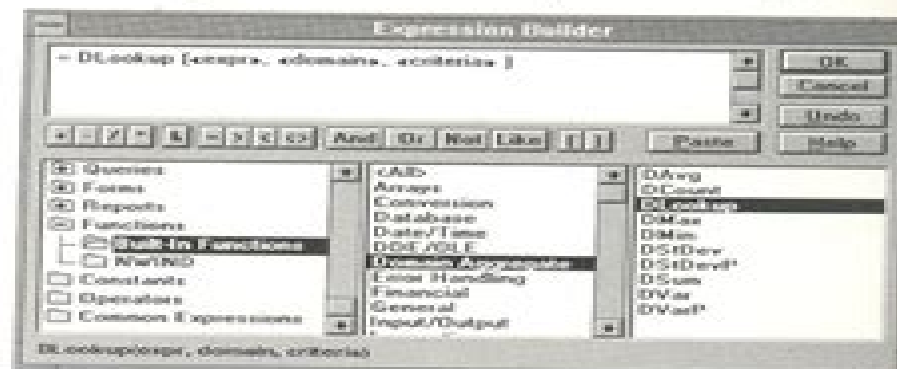


To let a Wizard help create a list box, combo box, option group, or command button, make sure the Control Wizards tool is selected in the toolbox.

## 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

**Susan Sales Harkins, Mike Gunderloy**

A red circular graphic with a gradient, appearing as a stylized arrow or a partial circle, located to the right of the authors' names.

## **Microsoft Access User Guide:**

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but no nonsense style It serves as an excellent resource for users who are completely new to Access 2002 or who are upgrading from a previous version of the software      **Open Learning Guide for Microsoft Access 2000** ,1999

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