

## 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

**Wenbin Ji**



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*Italian For Dummies* Francesca Romana Onofri, Karen Antje Möller, Teresa L. Picarazzi, 2011-09-06 The fun and easy way to take your Italian language skills to the next level The tips techniques and information presented here give students travelers and businesspeople a primer on how to speak Italian Complete with updates a bonus CD and the traditional For Dummies user friendly format this new edition of Italian For Dummies gives you reliable lessons practice and language learning techniques for speaking Italian with ease and confidence Featuring a revamped user friendly organization that builds on your knowledge and ability Italian For Dummies offers expanded coverage of the necessary grammar major verb tenses and conjugations that beginners need to know Plus you ll get a fully updated and expanded audio CD that includes real life conversations a refreshed and expanded mini dictionary more useful exercises and practice opportunities and more Builds on your skills and ability as you learn Covers the grammar verb tenses and conjugations you need to know Includes a mini dictionary Audio CD includes real life conversations If you re looking to reach a comfort level in conversational Italian Italian For Dummies gets you comfortably speaking this Romantic language like a native      *Italian All-in-One For Dummies* Antonietta Di Pietro, Francesca Romana Onofri, Teresa L. Picarazzi, Karen Antje Möller, Daniela Gobetti, Beth Bartolini-Salimbeni, 2013-08-12 Learn to speak Italian like a native Easy Italian All in One For Dummies appeals to those readers looking for a comprehensive all encompassing guide to mastering the Italian language It contains content from all For Dummies Italian language instruction titles including Italian For Dummies Intermediate Italian For Dummies Italian

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