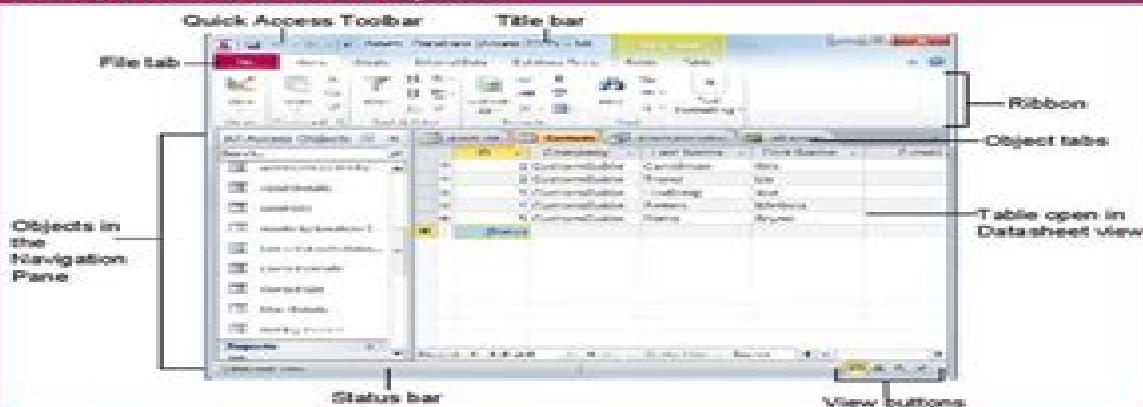


Access 2010

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Access 2010 Workspace



Keyboard Shortcuts

General

Open a Database	<Ctrl> + <O>
Close a Database	<Ctrl> + <W>
Print Current View	<Ctrl> + <P>
Delete	<Delete>
Undo	<Ctrl> + <Z>
Help	<F1>
Delete Record	<Ctrl> + <->
Cancel Changes	<Esc>
Insert Date	<Ctrl> + <:>
Insert Time	<Shift> + <Ctrl> + <:>
Insert Value from Same Field in Previous Record	<Ctrl> + <'> (Apostrophe)
Check Spelling	<F7>
Switch Applications	<Alt> + <Tab>

Database Objects

- Tables** store related data in rows (records) and columns (fields).
- Queries** view, filter, calculate, change, sort, and examine the data stored in tables.
- Forms** are custom screens that provide an easy way to enter and view data in a table.
- Reports** present data from a table or query in a printed format.
- Macros** automate common tasks and can be run by clicking a button or pressing a shortcut key.
- Modules** are groups of procedures written in Visual Basic and used to automate tasks.

- To Open an Object: Double-click the object in the Navigation Pane.
- To Create a New Object: Click the **Create** tab on the Ribbon and click a button for the object or wizard you want to use.
- To Delete an Object: Select the object and press **<Delete>**. Click **Yes**.

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- Access 2010 introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.
- To Create a Blank Database: Click the **File** tab and select **New**. Click the **Blank Database** button and click **Create**.
- To Create a Database from a Template: Click the **File** tab and select **New**. Select the template category you wish to use, select the template, and click **Create**.
- To Open an Existing Database: Click the **File** tab and select **Open**.
- To Repair/Compress a Database: Click the **File** tab and select **Info**. Click the **Compact & Repair Database** button.
- To Import Data from Another Source: Click the **External Data** tab on the Ribbon and click the appropriate button in the Import and Link group.
- To Export Data to Another Source: 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 select **Save**.
- To Close a Database: Click the **Close** button, or press **<Ctrl> + <W>**.

Editing

Cut	<Ctrl> + <X>
Copy	<Ctrl> + <C>
Paste	<Ctrl> + <V>
Find	<Ctrl> + <F>
Replace	<Ctrl> + <H>
Select All	<Ctrl> + <A>

Design View

Properties	<Alt> + <Enter>
Open object in Design View	<Ctrl> + <Enter>
Save Object	<Ctrl> + <S>

Formatting Text

Bold	<Ctrl> +
Italic	<Ctrl> + <I>
Underline	<Ctrl> + <U>

Navigation

Next Field	<Tab>
Previous Field	<Shift> + <Tab>
Next Screen	<Page Down>
Previous Screen	<Page Up>
First Record	<Ctrl> + <↑>
Last Record	<Ctrl> + <↓>
Toggle Navigation Pane	<F11>

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web 1 the solve a murder icebreaker cue the office theme song michael scott enters there s been a murder in all honesty michael was actually on to something solving a murder mystery can be a great way to break the ice with your team

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web description after choosing one of fifteen unique anger monsters your clients will complete games and activities related to anger topics include triggers warning signs coping skills and more

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web 1 day ago 7 the memory wall create an inexpensive memory wall using a white board and sticky notes have each team member write down a funny or positive memory they have had since working there encourage

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web how will people respond to a game or to being asked questions it s good to know who you re serving so you can find the best icebreakers for them it is also helpful to think about which icebreakers work best during different seasons in the life of the small group

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promote bonding across members of the group

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web 9 interactives 3 videos 4 articles featured anger tools worksheet the cycle of anger show your clients how their anger can be triggered and how it escalates using the cycle of anger printout this anger worksheet uses the cbt model to explain how anger grows from irrational thoughts and leads to a difficult to break cycle of growing frustration

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web assumptions the witches of glum time in total we estimate this exercise will take 25 minutes aims to understand the importance of listening skills to illustrate the dangers of making assumptions to provoke discussion about prejudices and stereotypes

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web the anger iceberg worksheet can be used in multiple ways it works well as a group discussion piece or as an activity where clients identify and circle their own hidden emotions try the following discussion questions to get started imagine a friend is facing a situation that s similar to one of your own anger triggers

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web week 1 begin the session with discussing the rules and topics that will be covered in the session then introduce yourself and ask each participant to introduce themselves and one thing that they hope to gain from today s session begin with a game some ideas could include the time machine

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web on this page is a sample of the games found in the anger management of each book you can also find these games along with activities from all the chapters in a pdf format by clicking on the home or go to the therapeutic games page to find activities from all chapters posted together

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web mad dragon an anger control card game children ages 6 12 will learn numerous anger control skills while playing mad dragon an anger control card game skills include identifying anger expressing feelings spotting anger warning signs and learning new choices to express anger use this game as a great intro to teaching anger