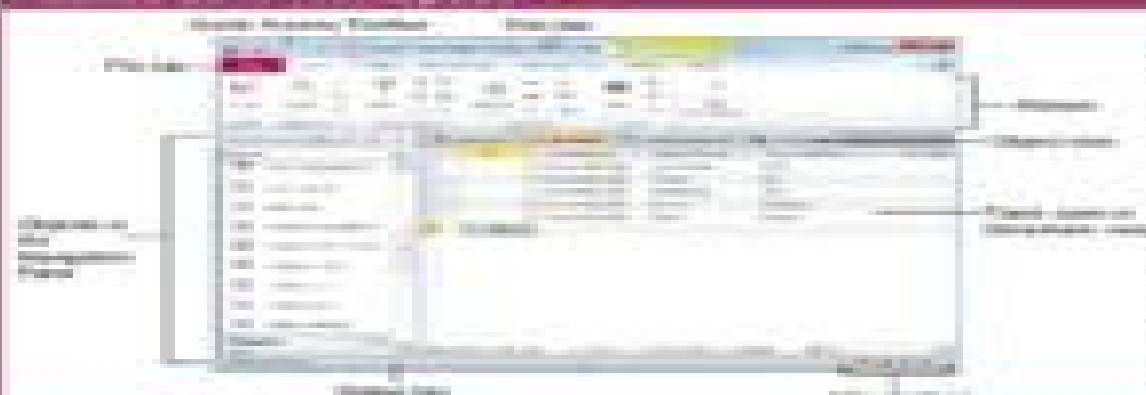


Access 2010

Quick Reference Card

Access 2010 Workspace



Playbook Shortcuts

General

Open a Database	Ctrl + O
Save Database	Ctrl + S
Print Database	Ctrl + P
Close	Ctrl + W
Exit	F4
Undo Recent	Ctrl + Z
Forward/Backward	Tab
Reset Data	Ctrl + R
Insert Data	Shift + Enter
Insert Data from Table Field in Previous Record	Ctrl + Shift + Enter
Object Sorting	F7
System Information	Alt + F5

Editing

Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Repeat All	Ctrl + A

Design View

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

Formatting Text

Bold	Ctrl + B
Italic	Ctrl + I
Underline	Ctrl + U

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Record	Page Down
Previous Record	Page Up
First Record	Ctrl + F
Last Record	Ctrl + L
Toggle Navigation Pane	F11

Database Objects

- Tables** store information in rows (records) and columns (fields).
- Queries** allow data to be retrieved, changed, added, and deleted. They can be used to create new tables in Access.
- Forms** are used to enter data into a table. They can be used to create new tables in Access.
- Reports** are used to print data from a table. They can be used to create new tables in Access.
- Macros** are used to automate tasks. They can be used to create new tables in Access.
- Modules** are groups of code that can be used to create new tables in Access.
- To Open an Object:** Click the object in the Navigation Pane.
- To Create a New Object:** Click the Object tab in the Ribbon and click the object in the Object group.
- To Delete an Object:** Click the object in the Navigation Pane and click the Delete button in the Ribbon.

The Fundamentals

- The Ribbon** is the main area for working with data. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules).
- The Navigation Pane** is used to navigate between different objects in the database.
- The Database Window** is used to view and edit data in tables, queries, forms, and reports.
- The Ribbon** is the main area for working with data. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules).
- The Navigation Pane** is used to navigate between different objects in the database.
- The Database Window** is used to view and edit data in tables, queries, forms, and reports.
- To Open an Object:** Click the object in the Navigation Pane.
- To Create a New Object:** Click the Object tab in the Ribbon and click the object in the Object group.
- To Delete an Object:** Click the object in the Navigation Pane and click the Delete button in the Ribbon.
- To Export Data to Another Format:** Click the External Data tab in the Ribbon and click the object in the Object group.
- To Save a Database:** Click the File tab and click the Save button.
- To Close a Database:** Click the File tab and click the Close button.

Microsoft Access 2010 Quick Check Answers

JR Anderson



Microsoft Access 2010 Quick Check Answers:

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O'Connor,Johnathan Lightfoot,Penelope Coventry,Thomas Resing,2011-10-07 Conquer Microsoft SharePoint Foundation 2010 from the inside out You re beyond the basics so dive right in and really support collaboration This supremely organized reference packs hundreds of timesaving solutions troubleshooting tips and workarounds It s all muscle and no fluff Discover how the experts tackle SharePoint Foundation 2010 and challenge yourself to new levels of mastery Build team sites with non code solutions using SharePoint Designer 2010 Modify and share content with SharePoint lists and libraries online and offline Implement governance policies to plan site structure and manage content Create Web Parts to customize and display SharePoint site content Interact with SharePoint content using Microsoft Office applications Generate reusable workflows and apply them to multiple SharePoint lists Use Business Connectivity Services to access your company s business intelligence Design custom SharePoint solutions using Microsoft NET and Visual Studio **Microsoft Access Small**

Business Solutions Teresa Hennig,Truitt L. Bradly,Larry Linson,Leigh Purvis,Brent Spaulding,2010-02-18 Database models developed by a team of leading Microsoft Access MVPs that provide ready to use solutions for sales marketing customer management and other key business activities for most small businesses As the most popular relational database in the world Microsoft Access is widely used by small business owners This book responds to the growing need for resources that help business managers and end users design and build effective Access database solutions for specific business functions

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Exam Ref 70-663 Designing and Deploying Messaging Solutions with Microsoft Exchange Server 2010 (MCITP) Orin Thomas,2011-12-22 Professional level prep for the professional level exam Prepare for MCITP Exam 70 663 and help demonstrate your real world mastery of enterprise messaging administration with Microsoft Exchange Server Designed for experienced MCTS certified professionals ready to advance their status Exam Ref focuses on the critical thinking and decision making acumen needed for success at the MCITP level Focus on the expertise measured by these objectives Planning the Exchange Server 2010 Infrastructure Deploying the Exchange Server 2010 Infrastructure Designing and

Deploying Security for the Exchange Organization Designing and Deploying Exchange Server 2010 Availability and Recovery Designing and Deploying Messaging Compliance System Monitoring and Reporting **Microsoft Excel 2010 Data**

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Voskresenskaya, 2010-10-07 Use Microsoft s latest search based technology FAST search to plan customize and deploy your search solution FAST is Microsoft s latest intelligent search based technology that boasts robustness and an ability to integrate business intelligence with Search This in depth guide provides you with advanced coverage on FAST search and shows you how to use it to plan customize and deploy your search solution with an emphasis on SharePoint 2010 and Internet based search solutions With a particular appeal for anyone responsible for implementing and managing enterprise search this book presents the key features and functions that are available with FAST search Real world examples show you how the technology works and the author team of experts demonstrates how FAST can be used to solve key challenges in the Enterprise FAST search is Microsoft s latest search based technology that enables large companies to filter through enormous amounts of data to find very specific pieces of information Reviews the key features and functions of FAST and provides examples of how FAST can be used to solve common challenges you may face Covers Enterprise Search and the Microsoft search product line SharePoint focused Enterprise search and FAST search for Internet business Demonstrates how to implement and manage an enterprise system with FAST search Addresses the future of Enterprise search and the role FAST search will play Don t waste any time This book will help you act fast so you can get started implementing FAST search today **Access 2010 All-in-One For Dummies** Alison Barrows, Margaret Levine Young, Joseph C. Stockman, 2010-05-10 The all in one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out the nine minibooks in this easy access reference are exactly what you need Read the book cover to cover or jump into any of the minibooks for the instruction and topics you need most Learn how to connect Access to SQL Server manipulate your data

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Virtualization Solutions Ryan Cartwright,Chuck Mills,Jason Langone,Andre Leibovici,2014-09-22 If you are a desktop architect solution provider end user consultant virtualization engineer or anyone who wants to learn how to plan and design the implementation of a virtual desktop solution based on Horizon 6 then this book is for you An understanding of VMware vSphere fundamentals coupled with experience in the installation or administration of a VMware environment would be a plus during reading

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