# 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.

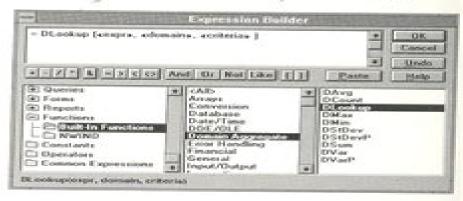




#### Builders



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
SC	Undo changes in current field or record
TRL+'	Insert the same value as in the previous record
TRL+;	Insert the current date
TRL+ENTER	Add a new line to a Memo field
	Save the current record

# **Microsoft Access User Guide 201**

**Kate Chase** 

#### **Microsoft Access User Guide 201:**

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Microsoft Identity and Access Administrator Exam Guide Dwayne Natwick, Shannon Kuehn, 2022-03-10 This certification guide focuses on identity solutions and strategies that will help you prepare for Microsoft Identity and Access

Administrator certification while enabling you to implement what you ve learned in real world scenarios Key FeaturesDesign implement and operate identity and access management systems using Azure ADProvide secure authentication and authorization access to enterprise applications Implement access and authentication for cloud only and hybrid infrastructuresBook Description Cloud technologies have made identity and access the new control plane for securing data Without proper planning and discipline in deploying monitoring and managing identity and access for users administrators and guests you may be compromising your infrastructure and data This book is a preparation guide that covers all the objectives of the SC 300 exam while teaching you about the identity and access services that are available from Microsoft and preparing you for real world challenges The book starts with an overview of the SC 300 exam and helps you understand identity and access management As you progress to the implementation of IAM solutions you ll learn to deploy secure identity and access within Microsoft 365 and Azure Active Directory The book will take you from legacy on premises identity solutions to modern and password less authentication solutions that provide high level security for identity and access You ll focus on implementing access and authentication for cloud only and hybrid infrastructures as well as understand how to protect them using the principles of zero trust The book also features mock tests toward the end to help you prepare effectively for the exam By the end of this book you ll have learned how to plan deploy and manage identity and access solutions for Microsoft and hybrid infrastructures What you will learnUnderstand core exam objectives to pass the SC 300 examImplement an identity management solution with MS Azure ADManage identity with multi factor authentication MFA conditional access and identity protectionDesign implement and monitor the integration of enterprise apps for Single Sign On SSO Add apps to your identity and access solution with app registrationDesign and implement identity governance for your identity solutionWho this book is for This book is for cloud security engineers Microsoft 365 administrators Microsoft 365 users Microsoft 365 identity administrators and anyone who wants to learn identity and access management and gain SC 300 certification You should have a basic understanding of the fundamental services within Microsoft 365 and Azure Active Office and SharePoint 2010 User's Guide Michael Directory before getting started with this Microsoft book Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the

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