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Access Quick Reference Basic Skills

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The Access Program Screen



Keyboard Shortcuts

General

Create a new database.....	Ctrl + N
Open a database.....	Ctrl + O
Close a database.....	Ctrl + W
Close Access.....	Alt + F4
Print current view.....	Ctrl + P
Help.....	F1
Delete record.....	Ctrl + -
Cancel changes.....	Esc
Insert date.....	Ctrl + ;
Insert time.....	Shift + Ctrl + ;
Insert value from same field in previous position.....	Ctrl + `
Spell check.....	F7
Switch applications.....	Alt + Tab

Navigation

Move between query or table rows.....	T, ↓
Move between query or table columns.....	←, →
Next field.....	Tab
Previous field.....	Shift + Tab
Next screen.....	Page Down
Previous screen.....	Page Up
First record.....	Ctrl + ↑
Last record.....	Ctrl + ↓
Go to a specific record.....	F5
Toggle Navigation Pane.....	F11

Editing

Cut.....	Ctrl + X
Copy.....	Ctrl + C
Paste.....	Ctrl + V
Undo.....	Ctrl + Z
Redo.....	Ctrl + Y
Find.....	Ctrl + F
Replace.....	Ctrl + H

Design View

View properties.....	Alt + Enter
Open object in Design view.....	Ctrl + Enter
Save object.....	Ctrl + S
Switch to Form view.....	F5

Access Basics

Open a Database: Click the **File** tab and select **Open**, or press **Ctrl + O**.

Save a Database: Click the **Save** button on the Quick Access Toolbar, or press **Ctrl + S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Use the Navigation Pane: Click the **All Access Objects** button at the top of the Navigation Pane and select the type of object(s) you want to display.

Open a Database Object: Double-click an object in the Navigation Pane.

Modify a Database Object in Design View: Click the **View** list arrow and select **Design View**.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to display.

Rename a Database Object: In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

Delete a Database Object: Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

Get Help: Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

Close a Database Object: Click the object's **Close** button in the upper-right corner of the window.

Close a Database: Click the **File** tab and select **Close**.

Database Objects

- Tables** store a database's data in rows (records) and columns (fields).
- Queries** ask a question of data stored in a table.
- Forms** are custom screens that provide an easy way to enter and view data in a table or query.
- Reports** present data from a table or query in a printed format.
- Macros** automate several tasks into a single command.
- Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.

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Pamela R. Toliver



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Systems Biology and Antimicrobial Drug Resistance Vijay Soni, Saurabh Mishra, Aditya Kumar Sharma, Neha Dubey, 2024-09-18 Antimicrobial resistance (AMR) poses a significant threat to global public health With the emergence of new resistant strains and limited antibiotic treatment options it has become increasingly difficult to treat infections effectively This is particularly concerning for bacterial infections like Mycobacterium tuberculosis Acinetobacter spp Staphylococcus aureus and Pseudomonas aeruginosa where only a limited number of antibiotics are available for treatment According to the US National Strategy for Combating Antibiotic Resistant Bacteria approximately 2 million Americans are infected with antibiotic resistant bacteria each year and at least 23,000 die as a result The situation is even worse in developing countries Systems biology which aims to understand the complex interactions between the different components of a biological system has emerged as a powerful tool for studying AMR By integrating data from multiple sources including genomics

transcriptomics proteomics and metabolomics systems biology can provide a comprehensive view of the mechanisms underlying AMR This approach can lead to the identification of novel targets for drug development and the development of personalized treatment strategies that consider the specific characteristics of individual patients and the pathogens that infect them This Research Topic aims to explore the potential of systems biology in combating antibiotic resistance and highlight the need for further research to fully realize its clinical potential in infectious diseases

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Intellectual Property and the Limits of Antitrust Katarzyna Czapracka, 2010-01-01 An excellent account of practice on both sides of the Atlantic regarding the intersection of antitrust and intellectual property rights The author provides a detailed account of the legal discussion in an economics informed manner A must read as far as I am concerned for practitioners and academicians alike Petros C Mavroidis Columbia Law School New York US University of Neuch tel Switzerland and CEPR UK This book examines the growing divergences between the EU and the US in their approach to antitrust law enforcement particularly where it relates to intellectual property IP rights The scope of US antitrust law as defined in the Supreme Court s decisions in Trinko and Credit Suisse Securities is much narrower than the scope of EU competition law US antitrust enforcers have become increasingly reluctant to apply antitrust rules to regulated markets whereas the European Commission has consistently used

EU competition rules to correct the externalities resulting from government action The contrasting approaches adopted by US and EU antitrust enforcers to these issues as with the differences in addressing market dominance have had a profound impact on the scope of antitrust intervention in the IP field This book provides an in depth analysis of the relevant recent developments on both sides of the Atlantic and identifies the pitfalls of regulating IP through competition rules With a unique comparative perspective this book will be an invaluable resource for postgraduate students academics and practitioners in IP and competition law

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