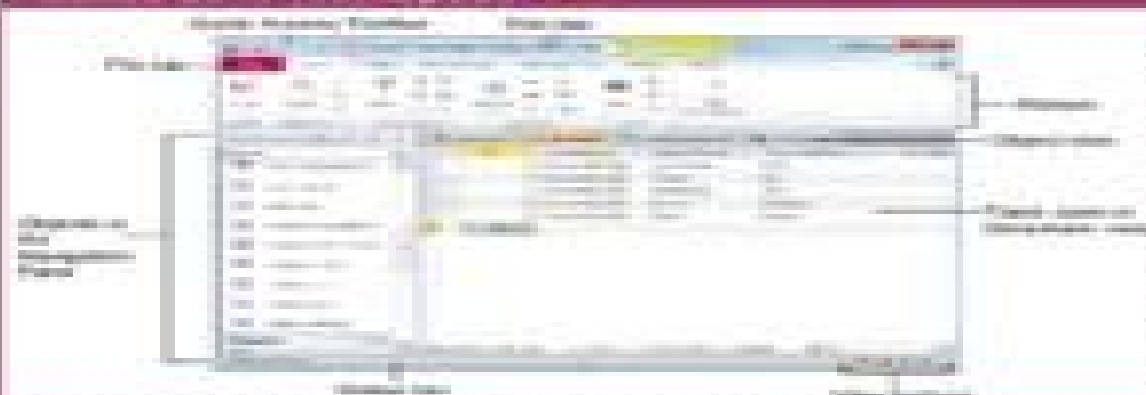


Access 2010

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
Help	F1
Undo Recent	Ctrl + Z
Forward/Backward	Tab
Reset View	Ctrl + R
Reset Form	Shift + Ctrl + R
Reset/Save Form	Ctrl + S
Save Form to Database	Ctrl + Shift + S
Object Sorting	F7
Custom Navigation	Alt + Tab

Database Objects

- Tables** store information in rows (records) and columns (fields).
- Queries** allow data to be dynamically changed, sorted, and combined for easy analysis.
- Forms** are used to interact with the database in a user-friendly way to enter, edit, and view data in a table.
- Reports** present data in a format that is easy to read and print.
- Macros** automate repetitive tasks and can be used for creating a custom application without coding.
- Modules** are groups of procedures written in Visual Basic to perform a specific task.
- To Open an Object:** Click the object in the Navigation Pane.
- To Close an Object:** Click the Close button on the Ribbon, or click the Close button on the object's context menu.
- To Delete an Object:** Select the object in the Navigation Pane. Click the Delete button.

The Fundamentals

- The Ribbon** is the main area for working with the database. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules, and External Data).
- The Navigation Pane** is on the left side of the workspace. It shows a tree view of the database objects.
- The Database Window** is the main area for working with the database. It shows a list of the objects in the database.
- The Ribbon** is the main area for working with the database. It contains tabs for different types of objects (Tables, Queries, Forms, Reports, Macros, Modules, and External Data).
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Working

Close	Ctrl + W
Copy	Ctrl + C
Paste	Ctrl + V
Print	Ctrl + P
Undo	Ctrl + Z
Redo	Ctrl + Y

Design View

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

Formatting Tools

Font	Ctrl + B
Align	Ctrl + L
Color	Ctrl + C

Navigation Tools

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	F10

Microsoft Access 2010 Quick Check Answers

AW Rasmussen



Microsoft Access 2010 Quick Check Answers:

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In some sort of driven by information and connectivity, the energy of words has become more evident than ever. They have the capacity to inspire, provoke, and ignite change. Such could be the essence of the book **Microsoft Access 2010 Quick Check Answers**, a literary masterpiece that delves deep in to the significance of words and their affect our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall impact on readers.

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