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Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)

Access™ 2010 Introduction

Working with Database Files

1. Save Access files in the **ACCESS** folder in Windows Explorer.
2. Save Access files in the **ACCESS** folder in Windows Explorer.
3. Save Access files in the **ACCESS** folder in Windows Explorer.

Defining Access Objects

Defining a Record

1. Click the **Record** tab in the **Database Window**.
2. Click the **Record** tab in the **Database Window**.
3. Click the **Record** tab in the **Database Window**.

Defining Fields and Sources

1. Click the **Field** tab in the **Database Window**.
2. Click the **Field** tab in the **Database Window**.
3. Click the **Field** tab in the **Database Window**.

Creating Changes

1. Click the **Change** tab in the **Database Window**.
2. Click the **Change** tab in the **Database Window**.
3. Click the **Change** tab in the **Database Window**.

Defining Reports

1. Click the **Report** tab in the **Database Window**.
2. Click the **Report** tab in the **Database Window**.
3. Click the **Report** tab in the **Database Window**.

The Database Window

Access to...	Keyboard	Notes
Database Window	Alt+D	
Table	Alt+T	
Form	Alt+F	
Report	Alt+R	
Query	Alt+Q	
Table	Alt+T	
Form	Alt+F	
Report	Alt+R	
Query	Alt+Q	

Searching for a Record

1. Click the **Record** tab in the **Database Window**.
2. Click the **Record** tab in the **Database Window**.
3. Click the **Record** tab in the **Database Window**.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Access 2010. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. The following topics are covered: Working with Database Files, Defining Access Objects, Adding a Record, Editing Fields and Records, Undoing Changes, Deleting Records, The Datasheet Window, Quickly Sorting a Table, Searching for a Record, Creating a Table, Primary Keys and Links, Using Design View to Create or Modify a Table, Creating/Modifying a Query, Creating Reports with a Wizard, Creating and Modifying Reports Manually, Printing a Report, Creating Forms with a Wizard, Creating and Modifying Forms Manually, Working with Forms, Backing Up and Compacting Database Files, Customizing Access. Also includes a list of Movement and Data Entry Shortcuts, Smart Database Design Tips, and Query Grid Criteria Examples. This guide is one of two available titles for Access 2010: Access 2010 Introduction and Access 2010 Intermediate.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (June 26, 2010)

Language: English

ISBN-10: 1936220237

ISBN-13: 978-1936220236

Product Dimensions: 11 x 8.5 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars [See all reviews](#) (50 customer reviews)

Best Sellers Rank: #252,658 in Books (See Top 100 in Books) #52 in [Books > Computers & Technology > Databases & Big Data > Access](#) #620 in [Books > Computers & Technology > Software > Microsoft](#) #64951 in [Books > Reference](#)

Customer Reviews

I purchased 4 of these for my granddaughter who had to pass a proficiency test to avoid taking a class. She passed all four sections and now I use them for reference. They hold up well and contain the most of the information you need in one place

I bought this card, thinking that it might be helpful, along with a book to quickly learn MS Access 2010. I think I looked at it once, and it's been since gathering dust. It really doesn't answer anything

more that if you just look at the buttons on the ribbon in Access. Plus it's size, 8.5 x 11, makes it unweildy; I can't tuck it into a book, it doesn't fit in a desk drawer very well, and other than throwing it into the trash, I don't know what to do with it.

Perfect for those of us who use a lot of computers! I use a lot of Microsoft Office and many times have to find an answer. Having this put in a binder with all my information, makes it easy to find the answer quickly. You may in the future still need a book, but this is a "Summary Sheet" to keep near by.

I like having this around, but it is more basic than intermediate (or I'm over estimating my skills). Not sure what more I would want. I'm glad I bought it, just not sure how much I'll use it (but when I need it, it will be well worth the price).

Microsoft is never happy unless they are tinkering with Access! I have been doing databases since they came out with Office 1997. I have had to relearn in 2000, in 2003 and a little bit in 2007, and a whole bunch in 2010. This cheat sheet keeps you from going over the brink. It absolutly helps me find my way back to 2010 from my ingrained habints of 2007 and earlier when it comes to Access. I think it can heop you, too. Even with the paper manuals this is a needed shortcut.

Great little item for quick reference and beginners. I would recommend this especially to beginners but it is even good for reference for those with senior moments like me.

not great detail in the notes, the guide is very very basic not really what I was hoping for. I did not see the details from the image online.

As a computer skills instructor the product has given some concise summaries of some new material that can be passed on to students.

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