



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

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## Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Beezix Inc

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.

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