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Introducing Microsoft Access 2010

Microsoft Access 2010 is a powerful relational database program that includes hundreds of tools you can use to quickly start tracking, sharing, and reporting information, even if you are new to database development. Users have access to a large library of profes-

Microsoft(R) Access(R) 2010
Step by Step

Quick reference: Access shortcut
keys Command Keystroke Paste

Ctrl-V Print Ctrl-P Property sheet

Alt-Enter Refresh combo box F9

Replace Ctrl-H Re-Query

underlying tables in subform Shift-

F9 Save current record Shift-Enter

Screen left/right Ctrl-PgUp/PgDn

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Select/unselect column
(Navigation mode) Ctrl-spacebar
Switch to Form view F5

Access 2010 Advanced - stl-
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Copy the 2010 Past Paper
Walkthrough folder into your Data
Manipulation folder. 2. Select the
External Data tab then click on the
Import Text File icon.

IMPORTANT NOTE: Files saved
in .csv format are considered text
files. Each data item is separated
from the next by a comma. 3. This
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MICROSOFT ACCESS STEP BY
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In this course, Microsoft Certified
Expert Alicia Katz Pollock gives a

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comprehensive overview of creating databases in Access 2010. You'll learn how to build an Access database from scratch - including tables, queries, reports, and macros. Whether you're new to Access or have been using it for years, you'll learn some excellent tips and strategies for effective database design. The videos below are just a few of the videos from the training course.

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A pack of articles, information and interactive guidance to help you quickly become productive with Microsoft Access 2010. Included are articles and videos on new features, how-to articles for common basic tasks, training

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Access 2010 the missing manual

Author: Matthew MacDonald.

Publisher: O ' Reilly, 2010. Pages:
810. ISBN: 978 1449 382 377.

Aimed at: novice users. Rating: 2.

Pros: Some well described
concepts if you ' ve not used a
database before. Cons: lives up to
its name and doesn ' t go beyond
what you ' d expect from a basic
manual. Reviewed by: Kay Ewbank

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- I Programmer

Introduction to Microsoft Access 2010 A database is a collection of information that is related. Access allows you to manage your information in one database file. Within Access there are four major objects: Tables, Queries, Forms and Reports. Tables store your data in your database Queries ask questions about information stored in your tables

Introduction to Microsoft Access 2010

An easy to follow tutorial on understanding how Microsoft Access works and how to use it for creating a database. Learn Access in just a couple hours and enh...

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