

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



Laminated quick reference card 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: Table Design: Preventing Data Entry Errors, Find and Sort More Quickly With Indexing, Joining Tables to Create Relationships, Deleting a Table Join, Preventing Orphaned Data with Referential Integrity. Query Design: Performing Calculations, Summarizing Selected Data. Form Design: Adding Form Controls, Sorting, Removing Automatic Labels, Modifying Automatic Labels, Modifying Form Controls. Report Design: Summarizing by Group, Printing Options. Table Relationships. Complex Expressions Examples. Form Control. This guide is one of two available titles for Access 2010: Access 2010 Introduction and Access 2010 Intermediate.

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