

# Microsoft Access 2010™ An Essential Guide (Level 1)

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# Microsoft Access 2010 User Guide

**Beezix, Inc Staff**



## **Microsoft Access 2010 User Guide:**

**Office and SharePoint 2010 User's Guide** Michael Antonovich, 2010-08-06 Web sites collaboration document management paperless offices we want it all in business today but how do we achieve all of these goals More importantly if you work for one of the millions of small to medium sized businesses how do you find the time to build the expertise necessary to reach these goals Even the most powerful tool will not allow you to succeed unless you can get the majority of your staff to use it efficiently and effectively You need a guide that demonstrates a platform that small to medium sized businesses can use to reach these goals Office and SharePoint 2010 User's Guide demystifies the path that every Microsoft Office user can follow to benefit from the synergism of tools they are already familiar with Together with SharePoint 2010 users can achieve goals like web sites with a consistent single view improved collaboration within their organization and better document management and may even get one step closer to the paperless office we've been promised for years This book has topics for Office users of all skill levels from those just starting to use Office tools to experienced power users It examines each major Office tool and shows how it contributes to the support and use of SharePoint in today's increasingly electronic based office environment [Microsoft Office 2010 with Microsoft Office 2010 Evaluation Software](#) Microsoft Official Academic Course, 2012-01-24 This Microsoft Office 2010 text introduces students to the various applications included in Microsoft Office The program is based upon the same curriculum as the Microsoft Office Specialist Exam to build the skills students need to succeed at work The Microsoft Official Academic Courseware MOAC Office 2010 Series is the only Official Academic Course program Automated grading via OfficeGrader saves instructors time and enables consistent grading Furthermore the latest edition's use of color in screen captures allows users to follow on screen much easier as screen captures will look the exact same as the application Additional projects throughout the book help users comprehend how a task is applied on the job OfficeGrader helps instructors offer immediate feedback on all homework assignments and projects and additional animated tutorials on key Office tasks provides additional help on difficult topics **Altova® DatabaseSpy 2010 User & Reference Manual**, [Access 2010 All-in-One For Dummies](#) Alison Barrows, Margaret Levine Young, Joseph C. Stockman, 2010-04-09 The all in one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out the nine minibooks in this easy access reference are exactly what you need Read the book cover to cover or jump into any of the minibooks for the instruction and topics you need most Learn how to connect Access to SQL Server manipulate your data locally use nifty new features from Office 2010 such as the enhanced Ribbon create queries and macros like a champ and much more From the basics to advanced functions it's what you need to make Access more accessible Shows you how to store organize view analyze and share data using Microsoft Access 2010 the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design tables queries forms reports macros database administration securing data programming with Visual Basic for Applications VBA

and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide contains everything you need to start power using Access 2010

**Microsoft Access 2016 Training Manual Classroom in a Book** TeachUcomp ,2015-10-27 Complete classroom training manuals for Microsoft Access 2016 Three manuals Introductory Intermediate Advanced in one book 174 pages and 105 individual topics Includes practice exercises and keyboard shortcuts You will learn all about relational databases advanced queries creating forms reporting macros and much more Topics Covered Getting Acquainted with Access 1 Creating a New Database 2 Overview of a Database 3 The Access Interface 4 Touch Mode 5 Viewing Database Objects in the Navigation Bar 6 Opening and Closing Databases Creating Relational Database Tables 1 The Flat File Method of Data Storage 2 The Relational Model of Data Storage 3 Tips for Creating a Relational Database 4 Creating Relational Database Tables 5 Assigning a Primary Key to a Table Using Tables 1 Using Datasheet View 2 Navigating in Datasheet View 3 Adding Records in Database View 4 Editing and Deleting Records in Datasheet View 5 Inserting New Fields 6 Renaming Fields 7 Deleting Fields Field Properties 1 Setting Field Properties 2 The Field Size Property 3 The Format Property for Date Time Fields 4 The Format Property for Logical Fields 5 Setting Default Values for Fields 6 Setting Input Masks 7 Setting Up Validation Rules and Responses 8 Requiring Field Input 9 Allowing Zero Length Entries Joining Tables in a Database 1 The Relationships Window 2 Enforcing Referential Integrity 3 Creating Lookup Fields Indexing Tables 1 Indexes 2 Creating Indexes 3 Deleting Indexes Queries 1 Using the Simple Query Wizard 2 Designing Queries 3 Joining Tables in a Query 4 Adding Criteria to the QBE Grid 5 Running A Query 6 How is Using the QBE Grid Writing SQL Code 7 Sorting Query Results 8 Hiding Fields in a Query 9 Using Comparison Operators 10 Using AND and OR Conditions Advanced Queries 1 Using the BETWEEN AND Condition 2 Using Wildcard Characters in Criteria 3 Creating a Calculated Field 4 Creating Top Value Queries 5 Function Queries 6 Parameter Queries Advanced Query Types 1 Make Table Queries 2 Update Queries 3 Append Queries 4 Delete Queries 5 Crosstab Queries 6 The Find Duplicates Query 7 The Find Unmatched Query Creating Forms 1 Forms Overview 2 The Form Wizard 3 Creating AutoForms 4 Using Forms 5 Form and Report Layout View 6 Form and Report Design View 7 Viewing the Ruler and Gridlines 8 The Snap to Grid Feature 9 Creating a Form in Design View 10 Modifying Form Selections in Design View Form Report Controls 1 Selecting Controls 2 Deleting Controls 3 Moving and Resizing Controls 4 Sizing Controls To Fit 5 Nudging Controls 6 Aligning Spacing and Sizing Controls 7 Formatting Controls 8 Viewing Control Properties Using Controls 1 The Controls Group 2 Adding Label Controls 3 Adding Logos and Image Controls 4 Adding Line and Rectangle Controls 5 Adding Combo Box Controls 6 Adding List Box Controls 7 Setting Tab Order Subforms 1 Creating Subforms 2 Using the Subform Subreport Control Reports 1 Using the Report Wizard 2 Using Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts Macros 1 Creating a Standalone Macro 2

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Using the Report Wizard 2 Creating Basic Reports 3 Creating a Report in Design View 4 Sorting and Grouping Data in Reports 5 Creating Calculated Fields Subreports 1 Creating Subreports Charting Data 1 Using Charts 2 Insert a Modern Chart Macros 1 Creating a Standalone Macro 2 Assigning Macros to a Command Button 3 Assigning Macros to Events 4 Using Program Flow with Macros 5 Creating Autoexec Macros 6 Creating Data Macros 7 Editing Named Data Macros 8 Renaming and Deleting Named Data Macros Switchboard and Navigation Forms 1 Creating a Switchboard Form 2 Creating a Navigation Form 3 Controlling Startup Behavior Advanced Features 1 Getting External Data 2 Exporting Data 3 Setting a Database Password Helping Yourself 1 Using Access Help 2 The Tell Me Bar      **Teach Yourself VISUALLY Access 2010**

Faithe Wempen, 2010-05-10 The visual way to get up to speed on Access 2010 It's one thing to gain access to Access It's another thing entirely to figure out how to do all the things you want to do in Access because the software is not all that intuitive This full color guide clearly shows you how to get the most out of Access 2010 including how to enter new records create edit and design tables and forms organize analyze and share data generate concise reports and much more With pages of step by step instructions graphics and helpful advice this is the visual learner's Access book keep this on your desk and flip to what you need any time Explores the very latest features functions and tools of Access 2010 a database software tool that is part of the new Microsoft Office 2010 Teaches you how to enter new records and create edit and design tables and forms Explains how to organize analyze and share data generate concise reports add smart tags to tables save backup copies of your data and more Demonstrates through step by step instructions and numerous full color screen shots and graphics so you can see exactly how to perform tasks This unparalleled book contains everything you need to know to use Access 2010 effectively      **How to Use Microsoft Access 2010** HowExpert Press, Abdul Salam, 2016-09-05 If you want to learn how to use Microsoft Access 2010 then get How To Use Microsoft Access 2010 which is a step by step guide for beginners The purpose of this guide is to help readers create databases in a handy way by using Microsoft Access 2010 The tactics and techniques set is arranged in a single product to help both beginners and professionals meet their diversified requirements of information management in an efficient and convenient way Indeed you will get a lot of help from this study guide for creating databases with little effort This study guide offers the following significant benefits to its users This guide will assist you in make use of built in database templates as well as with creating a database from scratch The information is stored in databases in tabular form You will also learn how you can create tables in a simple and accessible way You will learn the standard way of inserting and managing a table's fields Microsoft Access 2010 offers a powerful form tool for individually and flexibly watching and entering each record inside the database You will also learn to format database records to make them presentable and readable You will also learn to build relationships among the database tables for analyzing and sharing information purposes Relationships are also beneficial as if you make any change in one table then the corresponding table record will automatically updated You can also analyze data and or information by creating the queries

Microsoft Access 2010 offers an enhanced query designing tool for screening the records in the minimum possible time The navigation pane of Microsoft Access 2010 makes it quite easy to access the database objects like tables forms queries and reports conveniently Microsoft Access 2010 equips the user with a Report tool for generating reports for printing the tables and query results in a highly standardized and presentable manner Microsoft Access 2010 also allows you to print table and report results in a well organized way This study guide is divided into different chapters which have comprehensive details of different tools commands features and functions of Microsoft Access 2010 It will be a prized service package for those who want to make practical use of Microsoft Access 2010 in their information management Click Buy Now to get it now

*Microsoft Office Access 2010 QuickSteps* John Cronan, 2010-07-06 Step by Step Full Color Graphics Start using Access 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up on the latest release of Microsoft s powerful database application Follow along and quickly learn how to build databases and tables enter and edit data retrieve information create forms generate reports secure your data extend databases to the Web and interact with Microsoft SQL Server Get up to speed on Access 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

**Microsoft Word 2019 Training Manual Classroom in a Book** TeachUcomp , 2020-08-15 Complete classroom training manual for Microsoft Word 2019 369 pages and 210 individual topics Includes practice exercises and keyboard shortcuts You will learn document creation editing proofing formatting styles themes tables mailings and much more Topics Covered CHAPTER 1 Getting Acquainted with Word 1 1 About Word 1 2 The Word Environment 1 3 The Title Bar 1 4 The Ribbon 1 5 The File Tab and Backstage View 1 6 The Quick Access Toolbar 1 7 Touch Mode 1 8 The Ruler 1 9 The Scroll Bars 1 10 The Document View Buttons 1 11 The Zoom Slider 1 12 The Status Bar 1 13 The Mini Toolbar 1 14 Keyboard Shortcuts CHAPTER 2 Creating Basic Documents 2 1 Opening Documents 2 2 Closing Documents 2 3 Creating New Documents 2 4 Saving Documents 2 5 Recovering Unsaved Documents 2 6 Entering Text 2 7 Moving through Text 2 8 Selecting Text 2 9 Non Printing Characters 2 10 Working with Word File Formats 2 11 AutoSave Online Documents CHAPTER 3 Document views 3 1 Changing Document Views 3 2 Showing and Hiding the Ruler 3 3 Showing and Hiding Gridlines 3 4 Using the Navigation Pane 3 5 Zooming the Document 3 6 Opening a Copy of a Document in a New Window 3 7 Arranging Open Document Windows 3 8 Split Window 3 9 Comparing Open Documents 3 10 Switching Open Documents 3 11 Switching to Full Screen View CHAPTER 4 Basic Editing Skills 4 1 Deleting Text 4 2 Cutting Copying and Pasting 4 3 Undoing and Redoing Actions 4 4 Finding and Replacing Text 4 5 Selecting Text and Objects CHAPTER 5 BASIC PROOFING Tools 5 1 The Spelling and Grammar Tool 5 2 Setting Default Proofing Options 5 3 Using the Thesaurus 5 4 Finding the Word Count 5 5 Translating Documents 5 6 Read Aloud in Word CHAPTER 6 FONT Formatting 6 1 Formatting Fonts 6 2 The Font Dialog Box 6 3 The

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2 Resending Messages 4 3 Recalling Messages CHAPTER 5 The Outbox Folder 5 1 Using the Outbox 5 2 Using the Drafts Folder CHAPTER 6 USING THE CALENDAR 6 1 The Calendar Window 6 2 Switching the Calendar View 6 3 Navigating the Calendar 6 4 Appointments Meetings and Events 6 5 Manipulating Calendar Objects 6 6 Setting an Appointment 6 7 Scheduling a Meeting 6 8 Checking Meeting Attendance Status 6 9 Responding to Meeting Requests 6 10 Scheduling an Event 6 11 Setting Recurrence 6 12 Printing the Calendar 6 13 Teams Meetings in Outlook 6 14 Meeting Notes CHAPTER 7 Tasks 7 1 Using Tasks 7 2 Printing Tasks 7 3 Creating a Task 7 4 Setting Task Recurrence 7 5 Creating a Task Request 7 6 Responding to Task Requests 7 7 Sending Status Reports 7 8 Deleting Tasks CHAPTER 8 Deleted Items 8 1 The Deleted Items Folder 8 2 Permanently Deleting Items 8 3 Recovering Deleted Items 8 4 Recovering and Purging Permanently Deleted Items CHAPTER 9 GROUPS 9 1 Accessing Groups 9 2 Creating a New Group 9 3 Adding Members to Groups and Inviting Others 9 4 Contributing to Groups 9 5 Managing Files in Groups 9 6 Accessing the Group Calendar and Notebook 9 7 Following and Stop Following Groups 9 8 Leaving Groups 9 9 Editing Managing and Deleting Groups CHAPTER 10 The Journal Folder 10 1 The Journal Folder 10 2 Switching the Journal View 10 3 Recording Journal Items 10 4 Opening Journal Entries and Documents 10 5 Deleting Journal Items CHAPTER 11 Public Folders 11 1 Creating Public Folders 11 2 Setting Permissions 11 3 Folder Rules 11 4 Copying Public Folders CHAPTER 12 Personal Private Folders 12 1 Creating a Personal Folder 12 2 Setting AutoArchiving for Folders 12 3 Creating Private Folders 12 4 Creating Search Folders 12 5 One Click Archiving CHAPTER 13 Notes 13 1 Creating and Using Notes CHAPTER 14 Advanced Mailbox Options 14 1 Creating Mailbox Rules 14 2 Creating Custom Mailbox Views 14 3 Handling Junk Mail 14 4 Color Categorizing 14 5 Advanced Find 14 6 Mailbox Cleanup CHAPTER 15 OUTLOOK OPTIONS 15 1 Using Shortcuts 15 2 Adding Additional Profiles 15 3 Adding Accounts 15 4 Outlook Options 15 5 Using Outlook Help CHAPTER 16 DELEGATES 16 1 Creating a Delegate 16 2 Acting as a Delegate 16 3 Deleting Delegates CHAPTER 17 SECURITY 17 1 Types of Email Encryption in Outlook 17 2 Sending Encrypted Email

Windows 7 for Seniors QuickSteps Marty Matthews, 2011-05-01 Step by Step Full Color Graphics Start using Windows 7 right away the QuickSteps way Color photos and screenshots with clear instructions make it easy to get up to speed on all the features of this versatile operating system Follow along and quickly learn how to customize your desktop manage files connect to the internet use email add hardware and software print documents and secure your system You ll also get tips for using Windows 7 to work with your photos play music and make movies Written by a senior for seniors this practical fast paced guide helps you get the most out of Windows 7 The unique oblong layout of the QuickSteps series mimics your computer screen displays graphics and explanations side by side and lays flat so you can easily refer to the book while working on your computer Use these handy guideposts Shortcuts for accomplishing common tasks Personal insights from other seniors Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid

Microsoft Office Outlook 2010 QuickSteps Carole

Matthews,Marty Matthews,Bobbi Sandberg,2010-07-06 Step by Step Full Color Graphics Start using Outlook 2010 right away the QuickSteps way Color screenshots and clear instructions make it easy to ramp up the latest release of Microsoft's powerful communications application Follow along and quickly learn how to send receive and manage e mail enter contacts schedule appointments track tasks keep a journal use notes manage files and folders and set up instant messaging Get up to speed on Outlook 2010 in no time with help from this practical fast paced guide Use these handy guideposts Shortcuts for accomplishing common tasks Need to know facts in concise narrative Helpful reminders or alternate ways of doing things Bonus information related to the topic being covered Errors and pitfalls to avoid *Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)* Beezix, Inc Staff,2010-10-30 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 How to Use Microsoft Access 2010 G. Strong,2014-10-13 A basic guide with step by step instructions for the complete beginner This easy to follow Book helps employees students teachers and parents wanting their children to get a head start in their use of Database software This book shows you how to use the basic tasks in Microsoft Access 2010 such as creating tables queries reports charts and forms This simple step by step tutorial introduces you to the main functions of databases using Microsoft Access 2010 It is suitable for absolute beginners and those looking for a refresher guide into Access 2010 The book is divided into clear sections that demonstrate the separate skills that you can follow at your own pace The book offers a gradual introduction to the correct vocabulary to ease the learning of the software and improve future communication Overview o An introduction to the basics of Microsoft Access 2010 o It can be used by professionals teachers parents or children o It shows you how Access Databases may be used in a range of different situations o It is divided in a series of lessons chapters which you can follow at your own pace o You will need no additional assistance *SharePoint 2010 Enterprise Architect's Guidebook* Reza Alirezaei,Brian Wilson,Arpan Shah,Bill Baer,Martin Kearn,2012-04-03 Tips and techniques for becoming a successful SharePoint architect If you're eager to design and architect a successful deployment of SharePoint 2010 then this is the book for you Packed with real world experiences and solid processes this guidebook provides you with everything you need to perform for designing and architecting enterprise portal services Helpful examples examine the common design issues affecting SharePoint 2010 environments that can cause

deployments to fail so you can learn what to avoid Plus key development and deployment issues are covered from an architecture perspective and backup and disaster recovery planning are described at length Details the skills and attributes necessary in order to design and architect successful SharePoint 2010 deployments Provides real world scenarios and helpful examples of various types of enterprise portal services Discusses corporate Intranet service enterprise content management team collaboration services enterprise search service and more Addresses marketing your SharePoint 2010 solution to users to ensure they are aware of the services you provide With SharePoint 2010 Enterprise Architect s Guidebook you ll quickly discover the requirements for designing a successful SharePoint 2010 deployment **Microsoft® Access® 2010 Step by**

**Step** Joan Lambert,Joyce Cox,2010-07-15 Experience learning made easy and quickly teach yourself how to build database solutions with Access 2010 With STEP BY STEP you set the pace building and practicing the skills you need just when you need them Topics include building an Access database from scratch or from templates publishing your database to the Web exchanging data with other databases and Microsoft Office documents creating data entry forms using filters and queries designing reports using conditional formatting preventing data corruption and unauthorized access and other core topics

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