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



## Synopsis

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.

## Book Information

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## Customer Reviews

Quick access to information immediately needed. Books are great but many times you sit at a computer and may have a quick question. This comes in handy. You can find your answer quickly. I keep mine in a binder, and when needed, I can just use it when needed.

I was expecting a little more from this sheet. I was disappointed that there were tips on very basic input. I felt they wasted a great deal of space telling people what is readily available in any basic book.

Easy to use for the newer user of Word 2010. I have and loved Word 2002/3. Resisted 2010 until Microsoft kept sending downloads that would interfere with my older Word product. This made the adjustment easier.

I am very happy with this purchase >Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) I recommend it to my family and friends.

I taught myself Access 2003 using only the program and the 2003 for dummies books. Now that the company has upgraded to the 2010 version, this guide has been a helpful quick reference for everything I need.

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).

For someone who is interested in very basic information regarding using features now available in Microsoft Access, it's very usefull. For the developer/ programmer, it's too basic to be very useful.

not as well constructed as "barcharts" versions I have purchased in the past, and frankly the info on it isn't as helpful as I hoped it would be...

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