

The book was found

Microsoft Access 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet Of Instructions, Tips & Shortcuts - Laminated Card)



Access 2016 Introduction

Getting Started

- 1. Click the Start button to open the Start menu.
- 2. Click the All Programs button to open the All Programs list.
- 3. Click the Microsoft Access 2016 button to open Microsoft Access 2016.

Working with Databases

- 1. In the File menu, click Open Recent to open the list of recent databases.
- 2. In the File menu, click Open to open the Open Database dialog box.
- 3. In the Open Database dialog box, click the file name of the database to open.
- 4. In the Open Database dialog box, click the Open button to open the database.

Creating Tables

- 1. Click the File menu.
- 2. Click the New button.
- 3. Click the Table button.
- 4. Type a name for the table.
- 5. Click the OK button.

Working with Tables

- 1. Click the File menu.
- 2. Click the Save button.
- 3. Click the Save As button.
- 4. Type a name for the table.
- 5. Click the OK button.

Working with Tables (continued)

- 1. Click the File menu.
- 2. Click the Delete button.
- 3. Click the Yes button.

Working with Tables (continued)

- 1. Click the File menu.
- 2. Click the Undo button.
- 3. Click the Redo button.

Working with Tables (continued)

- 1. Click the File menu.
- 2. Click the Print button.

Working with Tables (continued)

- 1. Click the File menu.
- 2. Click the Close button.

Working with Tables (continued)

- 1. Click the File menu.
- 2. Click the Exit button.



Synopsis

Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Access 2016. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource to improve your proficiency in using Access 2016. This guide is suitable as a training handout, or simply an easy to use reference guide, for any type of user. Topics include: Working with Database Files, Defining Access Objects. Creating a Table, Entering/Editing Table Data: Adding a Record, Editing Fields and Records, Undoing Changes, Deleting Records. Sorting/Searching Table Data: Quickly Sorting a Table, Searching for a Record. Table Design: Primary Keys and Links, Using Design View to Modify a Table. Creating/Modifying a Query, Query Grid Criteria Examples. Creating Forms with a Wizard, Creating and Modifying Forms Manually. Creating Reports with a Wizard, Creating and Modifying Reports Manually, Printing a Report. Backing Up and Compacting Database Files, Customizing Access. Also includes lists of Movement and Data Entry Shortcuts and Smart Database Design Tips.

Book Information

Pamphlet: 2 pages

Publisher: Beezix Inc (May 23, 2016)

Language: English

ISBN-10: 1944684115

ISBN-13: 978-1944684112

Package Dimensions: 10.8 x 8.6 x 0.1 inches

Shipping Weight: 0.3 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 stars 14 customer reviews

Best Sellers Rank: #63,504 in Books (See Top 100 in Books) #13 in Books > Computers & Technology > Databases & Big Data > Access #15 in Books > Computers & Technology > Software > Databases #86 in Books > Textbooks > Computer Science > Database Storage & Design

Customer Reviews

Beezix has been publishing quick reference computer guides for trainers, training companies, corporations, and individuals across the US and Canada for the past 20 years. Founded by trainers, extensive industry experience made us aware of the need for a line of high-quality guides that were clear, accurate and concise. Our cards are designed for casual computer users right through to trainers and help desk staff.

A great refresher!

Very helpful. I keep it on my desk for quick review.

good for quick reference

get tips, handy refernce

Helpful

great

it is helpful

I was hoping that this would tell me how to do more advanced things with Microsoft access. It would be great for a beginner.

[Download to continue reading...](#)

Microsoft Access 2016 Introduction Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Microsoft Access 2016 Intermediate Quick Reference Guide - Windows Version (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Adobe Photoshop CC 2017 Introduction Quick Reference Guide (4-page Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Adobe Photoshop Elements 15 (and 14) Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) Adobe Illustrator CC 2017 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Card) macOS Sierra Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips & Shortcuts - Laminated Guide) Windows 10: The Ultimate 2 in 1 User Guide to Microsoft Windows 10 User Guide to Microsoft Windows 10 for Beginners and Advanced Users (tips and tricks, ... Windows, softwares, guide Book 7) QuickBooks Pro 2016 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) QuickBooks Pro 2017 Quick Reference Training Card Tutorial Guide Cheat Sheet (Instructions and Tips) Windows 10: The Ultimate 2017 Updated User Guide to Microsoft Windows 10 (2017 updated user guide, tips and tricks, user manual, user guide, Windows 10) Windows 10: The Best Guide How to Operate New

Microsoft Windows 10 (tips and tricks, 2017 user manual, user guide, updated and edited, Windows for beginners) Windows 10: The Best Guide How to Operate New Microsoft Windows 10 (tips and tricks, user manual, user guide, updated and edited, Windows for beginners) Windows 10: User Guide and Manual: Microsoft Windows 10 for Windows Users Microsoft Specialist Guide to Microsoft Windows 10 (Exam 70-697, Configuring Windows Devices) Microsoft Office Productivity Pack: Microsoft Excel, Microsoft Word, and Microsoft PowerPoint Windows 10: Complete Beginners Guide To Microsoft WINDOWS 10 (Tips And Tricks, User Manual, 2017 Updated User Guide) Bundle: New Perspectives Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Bundle: New Perspectives Microsoft Office 365 & Excel 2016: Comprehensive, Loose-leaf Version + SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap Reader Multi-Term Printed Access Card Windows 10 Manual and Windows 10 User Guide (Windows 10 Guide for Beginners) Weights and Measures - REA's Quick Access Reference Chart (Quick Access Reference Charts)

[Contact Us](#)

[DMCA](#)

[Privacy](#)

[FAQ & Help](#)