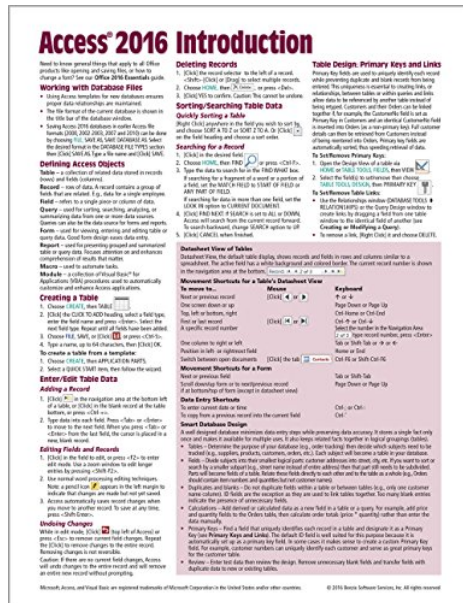


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Laminated quick reference guide showing step-by-step instructions and shortcuts for how to use Microsoft Office Access 2016. Written with Beezix's trademark focus on clarity, accuracy, and the user's perspective, this guide will be a valuable resource 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.

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