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



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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 Microsoft 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: 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: Dynamic Criteria with Parameter Queries, Examples of User Input Criteria, Performing Calculations, Summarizing Selected Data.Form Design: Adding Form Controls, Modifying Form Controls, Sorting Records, Setting Tab Order.Report Design: Summarizing by Group, Printing Options (Page Breaks, Columns, Publish to Word). Merging Data with a Word Document.

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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.

Not much information. I wouldn’t replace if I lost it.

Exactly what I expected.

A good tool to have around.

Disappointed in quality, lamination doesn’t extend beyond edge of piece. Lamination started peeling after w/in 2 weeks - defeating the point of lamination?!!!

Extremely useful!

good for refeence

Easily accessible. I have it this at my work station for quick reference

AOK.

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