



## Ms. Access Operation Made Simple: Complete Access Shortcut Keys

By Uzoamaka Chukwu-Abel

Createspace, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book \*\*\*\*\* Print on Demand \*\*\*\*\*.You have to be excessively loaded in order to access Ms. Access. This is the bitter truth about this program. In this book, you will learn how to use shortcut keys to do almost everything in Microsoft Access 2007 and 2010. How to use Access Window, Add Fields and Totals, Copy, Move, Delete and Edit Text and Data; Work With Wizard, Use a List Box, Work with Design View, Work With Access Property Sheet, Use Property Sheet with a Form or Report in Design View, Use Property Sheet with a Table or Query, Work in Field List Pane, Selecta and Move a Column in Datasheet View, Work in PivotTable View, Select Items in a Chart, Display, Hide, Filter and Sort Data; Navigate in Query Designer in an Access Project, Navigate in Datasheet Diagram Window in an Access Project, Use a Property Sheet with a Form or Report in Design View, Save and Print Database and MANY MORE. The stress that Access gives you is over, face Microsoft Office Access with a smile now. Just click BUY.

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