

Microsoft Access 2010 Guide

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When you open a database, the ribbon appears at the top of the main Access window, where it displays the commands in the active command tab. The ribbon contains a series of command tabs that contain commands. In Access, the main command tabs are File, Home, Create, External Data, and Database Tools. Each tab contains groups of related commands, and these groups surface some of the additional new UI elements, such as the gallery, which is a new type of control that presents choices visually.

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Due to its widespread availability and flexible functionality, Microsoft Access 2010 is still a popular database software in use today. Access 2010 introduced a version of the ACCDB file format that supported SharePoint, which allowed support for the Mac through a browser for the first time. New in Access 2010 was the Backstage view through which you can access all the commands for an entire database.

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A pack of articles, information and interactive guidance to help you quickly become productive with Microsoft Access 2010. Included are articles and videos on new features, how-to articles for common basic tasks, training courses on how to most easily make the switch from previous versions, and interactive guides to quickly show you where to find the commands you need on the ribbon.

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Copy the 2010 Past Paper Walkthrough folder into your Data Manipulation folder. 2. Select the External Data tab then click on the Import Text File icon. IMPORTANT NOTE: Files saved in .csv format are considered text files. Each data item is separated from the next by a comma. 3. This icon opens up the Get External Data window like this:

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Software developers can use Microsoft Access to develop application software. Microsoft Access stores information which is called a database. To use MS Access, you will need to follow these four steps ? Database Creation ? Create your Microsoft Access database and specify what kind of data you will be storing.

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Guide to table relationships Access for Microsoft 365 Access 2019 Access 2016 Access 2013 Access 2010 Access 2007 One of the goals of good database design is to remove data redundancy (duplicate data). To achieve that goal, you divide your data into many subject-based tables so that each fact is represented only once.

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Microsoft Access 2010 provides a rich platform for developing database management solutions with easy-to-use customization tools. If no end-user customization is required (including report modifications), you can choose to distribute those Access 2010 solutions so that they run without requiring a full installation of Access 2010 .

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Microsoft Access is a database creation program that allows for anyone to easily maintain and edit a database. It is suitable for anything from small projects to large businesses, and is a very visual program. This makes it great for performing data entry, as you don't need to work with tables and spreadsheets. Part 1

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A new database is a container that will hold all of the tables, form, reports, queries, macros, and modules that you create. In Access 2010, you can create a new database by clicking the "File" tab in the Ribbon. Then click the "new" command. Then select the "Blank database" choice in the "Available Templates" section.

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Learn the Access 2010 interface including the Backstage View, Ribbon Features, and Quick Access Toolbar. Explore the fundamentals of a database including records, fields, table objects, relationships, and primary keys. Discover techniques for creating forms that present data in a visual way. Understand and set-up the expression builder.

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Access is an easy-to-use tool for creating business applications, from templates or from scratch. With its rich and intuitive design tools, Access can help you create appealing and highly functional applications in a minimal amount of time. Customize apps to grow with your business

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Microsoft Access 2010 is a software program used to build and run databases. You do not need any prior experience working with Access to follow this free course, but if you are familiar with previous versions, then this course will help you quickly make the transition to this upgraded version.

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