

# Microsoft® Access® 2010

## Welcome to Access 2010

Access 2010 is the premier relational database application from Microsoft. Access makes it possible for you to quickly add multiple tables such as creating databases and tables in which to store your data and creating tables in existing tables. Access 2010 provides new easy ways to design your database to keep a consistent look and feel.



Basic  
 Functions

Home Tab

Create Tab

External  
 Data Tab

Database  
 Tools Tab

## What's New in Access 2010?

- NEW File tab that opens up the new Backstage View, which makes it easier to find commonly used tasks, such as sharing, printing, and saving.
- NEW changes to the way that fields are added to the database all now using the design view.
- NEW Office themes make customizations to the appearance of databases more uniform.
- PROFESSIONALLY designed database templates that help you quickly get up and running with a new database.
- NEW layout view so you can view live data while changing the design of a form.
- NEW conditional formatting within reports, which displays the information that meets a certain condition.
- NEW Quick Step selections provide a new way of adding rows from one field at a time.

# Microsoft Office 2010 Standard Quick Reference Guide

**Emilie Sanchez**



## **Microsoft Office 2010 Standard Quick Reference Guide:**

## Unveiling the Energy of Verbal Art: An Psychological Sojourn through **Microsoft Office 2010 Standard Quick Reference Guide**

In a world inundated with screens and the cacophony of quick communication, the profound energy and emotional resonance of verbal beauty frequently disappear into obscurity, eclipsed by the continuous onslaught of sound and distractions. Yet, located within the lyrical pages of **Microsoft Office 2010 Standard Quick Reference Guide**, a captivating perform of literary beauty that pulses with natural emotions, lies an unforgettable journey waiting to be embarked upon. Penned by way of a virtuoso wordsmith, that magical opus manuals visitors on a psychological odyssey, gently exposing the latent possible and profound affect embedded within the intricate web of language. Within the heart-wrenching expanse with this evocative examination, we shall embark upon an introspective exploration of the book is central themes, dissect its interesting publishing type, and immerse ourselves in the indelible impression it leaves upon the depths of readers souls.

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