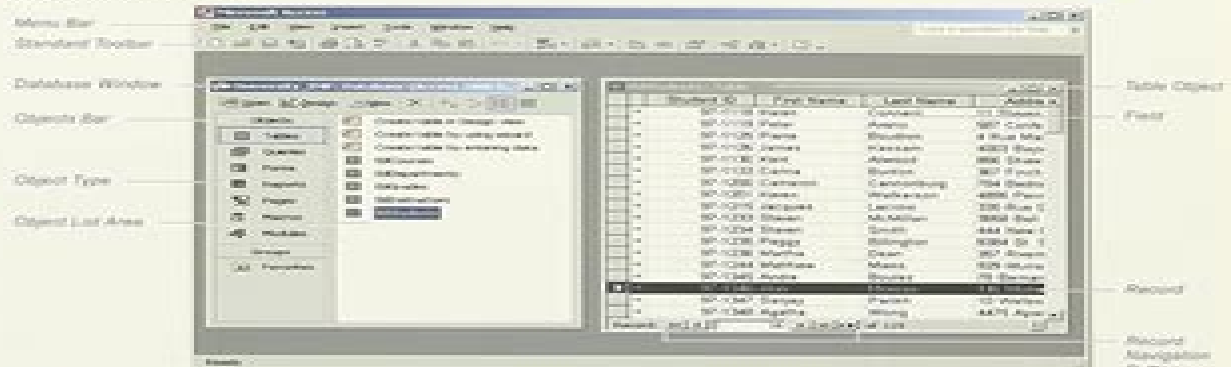


CTRL+N		File > New
CTRL+O		File > Open
CTRL+S		File > Save
CTRL+P		File > Print
		File > Search
CTRL+C		Edit > Copy
CTRL+X		Edit > Cut
CTRL+V		Edit > Paste
CTRL+Z		Edit > Undo
F7		Tools > Spelling
ALT+N		Insert > Table (or Query/ Form/Report/Data Access Page/ Macro/ Module)
		Tools > Relationships
F1		Help > Microsoft Access Help



- ### 1. Using Access 2002 Database Format
- By default, Access 2002 saves all databases in Access 2000 format, making it easier to share databases with Access 2000 users. However, Access 2002 format databases are optimized for better performance and smaller file size which is useful when working with large databases.
1. Close all open databases.
 2. Select **Tools > Database Utilities > Convert Database > To Access 2002 File Format**.
 3. Select the database to be converted in the **Convert Database From** dialog box.
 4. Click the **Convert** button.
 5. Type a new name for the database in the **File name** text box of the **Convert Database** into dialog box.
 6. Click the **Save** button.
 7. Click **OK** in response to the warning message that appears.

- If you need to create a copy of a database table, but do not need to copy all of the data, you can copy only the table structure. The new table created this way will contain all the same properties as the original, but without the data.
1. Select the desired table to be copied.
 2. Select **Edit > Copy**.
 3. Select **Edit > Paste**.
 4. Select **Structure Only**, and enter a name for the new table.

5. ☐ OK

- **Starting Access 2002**
 1. Click the **Start** button located in the lower left corner of the screen.
 2. Select **Programs > Microsoft Access**.
- **Exiting Access 2002**
 1. Select **File > Exit**.
- **Creating a Database from a Template**
 1. Click the **General Templates** link in the **New File** task pane.
 2. Click the **Databases** tab if it is not already selected.
 3. Click the template to be used for creating a new database, and click **OK**.
 4. Enter a name and file location for the database being created, and click the **Create** button.
 5. Click the **Next** button and set up the desired database elements as prompted by the wizard.
 6. Click the **Finish** button when done.
- **Creating a Blank Database**
 1. Select **File > New**.
 2. Click the **Blank Database** link in the **New File** task pane.
 3. Enter the file name and location for the database being created, and click the **Create** button.
- **Creating a New Object**
 1. Click the desired object type on the **Objects** bar in the database window.
 2. Click the **New** button.
 3. Select the desired option (e.g., **Design View**).
 4. Click **OK**.
- **Saving an Object**
 1. Click the **Save**  button on the **Standard** toolbar.
 2. Type the desired object name, and click **OK**.

Phit Tips Access

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PHIT Tips-File Management Addison Wesley,Prentice-Hall, Inc. Staff,Pearson Education Staff,2004-03 Exploring Microsoft Office 2003 Volume 1 Phit Tips Excel 2002 PRENTICE,Pearson Education Staff,2003-04 PHIT Tips Excel 2003 Prentice Hall,2004-02 PHIT Tips are valuable laminated reference cards for students to use during and after their course Brief colorful and highly illustrated laminated cards that show students how to perform the most common tasks in Office 2003 and other computer related topics **Quick Simple Microsoft Access 2000** Linda Ericksen,1999 For short introductory courses on Windows 98 and Office 2000 Supported by numerous exercises and projects designed to appeal to a wide range of students these practical and informative texts offer a step by step hands on guide to learning the software Ericksen fills a much needed void in the market Full four color spiral bound texts on the latest releases of Microsofts best selling applications Gives students up to date information on current applications in an attractive and easy to use format Completely visual hands on in orientation with minimal reading the focus is on doing Explains each task in detail concluding with a practice exercise students can perform Presents numerous screen shots including dialog boxes and results of the exercises Gives students opportunities to practice tasks and provides visual reinforcement Concise task oriented objectives guided exercises and end of chapter summaries Helps keep students on track Unique What How Why Tips organization Streamlines tasks for students making skill mastery easy End of chapter independent practice exercises objective reviews and key terms lists as well as end of part integrated Che **Microsoft Access 2002 MOUS Expert Level** Floyd Jay Winters,Julie T. Manchester,2002-09 For courses in MOUS Certification The book focuses on preparing the user to pass the associated Microsoft Office User Specialist MOUS certification exam Its step by step tutorials show how to complete the required procedures in a clear concise and direct manner The tutorials are organized to match the order of the skill sets and skills being measured as published on Microsoft s MOUS website **OpenShift in Action** John Osborne,Jamie Duncan,2018-05-04 Summary OpenShift in Action is a full reference to Red Hat OpenShift that breaks down this robust container platform so you can use it day to day Combining Docker and Kubernetes OpenShift is a powerful platform for cluster management scaling and upgrading your enterprise apps It doesn t matter why you use OpenShift by the end of this book you ll be able to handle every aspect of it inside and out Foreword by Jim Whitehurst Red Hat Purchase of the print book includes a free eBook in PDF Kindle and ePub formats from Manning Publications About the Technology Containers let you package everything into one neat place and with Red Hat OpenShift you can build deploy and run those packages all in one place Combining Docker and Kubernetes OpenShift is a powerful platform for cluster management scaling and upgrading your enterprise apps About the Book OpenShift in Action is a full reference to Red Hat OpenShift that breaks down this robust container platform so you can use it day to day Starting with how to deploy and run your first application you ll go deep into OpenShift You ll discover crystal clear explanations of namespaces cgroups and SELinux learn to prepare

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