



QuinStreet ●●● 10400 Linn Station Road, Suite 100 ●●● Louisville, KY 40223

Microsoft Access 2010 Reference Guide

Access is a relational database management system from Microsoft that combines the relational Microsoft Jet Database Engine with a graphical user interface and software development tools. It is a member of the Microsoft Office suite of applications and is included in the Professional and higher versions for Windows and also sold separately. Access is used by programmers and non-programmers to create their own database solutions. Access tables support a variety of standard field types, indices and referential integrity. Access also includes a very intuitive query interface, forms to display and enter data and reports for printing. The underlying Jet database which contains these objects is multiuser aware and handles record locking and referential integrity including cascading updates and deletes.

The 2010 version offers an improved format for web-ready databases, conditionally based macros, customized database themes and conditional formatting within reports.

The attached document, provided by CustomGuide, gives users a handy “cheat sheet” to quickly master the basics of using Access 2010.

Included in this ZIP file are:

- Intro Page.pdf
- Terms and Conditions.pdf
- Microsoft Access 2010 Reference Guide.pdf