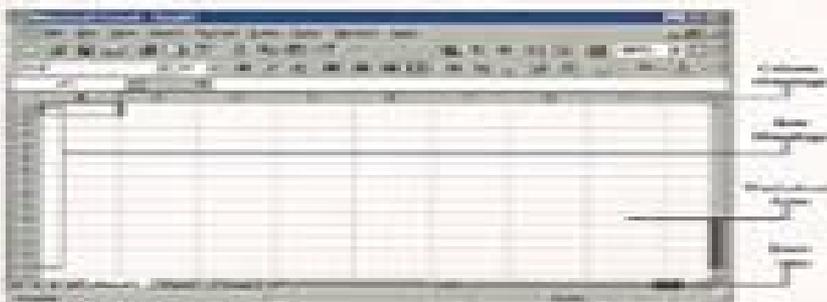




## Workbooks

A **workbook** is the file you store worksheets in. Because each workbook can contain many sheets, you can organize various kinds of related information in a single file.



### Opening Workbooks

1. Click the **Open** button on the **Standard** location, or select **Open** from the **File** menu.
2. Choose the drive or folder that contains the workbook from the **Look In** list of the **Open** window.
3. Double-click the folder that contains the workbook.
4. Double-click the workbook you want to open.

*Note:* To search for a recently used file, click **History** on the **Places** bar in the **Open** dialog.

### Creating Workbooks

1. Select **New** from the **File** menu, or press **Ctrl + N**.
2. To create a new, blank workbook, click the **General** tab, and double-click the **Workbook** icon. To create a workbook based on a template, click a tab listing the desired template, and double-click on the template for the type of workbook you want to create.

*Note:* To create a new workbook based on the default workbook template, click the **New** button on the **Standard** location.

### Saving Workbooks

1. Select **Save** from the **File** menu, or press **Ctrl + S**.
2. Select the drive and folder that you want to save the workbook to from the **Open In** list.
3. Type a name for the workbook in the **File name** box.
4. Click the **Save** button.

### Closing Workbooks

- To close the active workbook, select **Close** from the **File** menu.
- To close all open workbooks without exiting the program, hold down the **SHIFT** key and select **Close All** from the **File** menu.
- To close all open workbooks and exit the program, select **Exit** from the **File** menu.

## Worksheets

**Worksheets** are the individual pages within a workbook where data is entered and analyzed.

### Inserting Worksheets

The default number of worksheets in a workbook is three, but you can insert as many new worksheets as the memory of your computer will allow.

- To insert a single worksheet, select **Worksheet** from the **Insert** menu.
- To insert multiple worksheets, hold down the **SHIFT** key and click the number of worksheet tabs you want to add in the open workbook. Then select **Worksheet** from the **Insert** menu.

### Renaming Sheets

1. Right-click on the sheet tab.
2. Select **Rename** from the popup menu.
3. Type in the desired name of the sheet.
4. Hit the **Enter** key.



### Moving or Copying Worksheets

When you **move** or **copy** worksheets, be aware that calculations or charts based on the worksheets might become inaccurate.

1. Open the workbook that will receive the worksheets.
2. In the workbook that contains the worksheets you want to move or copy:
3. Click on the worksheet tab to be moved or copied. To select multiple sheets, hold down the **Ctrl** key while clicking on the tabs.
4. Choose **Move or Copy Sheets** from the **Edit** menu.
5. Select the workbook to receive the sheets in the **To Book** box.
6. In the **Before Sheet** box, select the worksheet name that you want the moved or copied sheets placed in front of.
7. Select the **Create a copy** check box to copy the sheets instead of moving them.

*Note:* To move sheets within the current workbook, you can drag the selected sheets along the row of sheet tabs. To copy the sheets, hold down the **Ctrl** key and then drag the sheets; release the mouse button before you release the **Ctrl** key.

### Deleting Worksheets

1. Click on the tab of the worksheet you want to delete. To select multiple worksheets, hold down the **Ctrl** key while clicking on the worksheet tabs.
2. Choose **Delete Sheet** from the **Edit** menu.

### Hiding Worksheets

1. Select the worksheet you want to hide.
2. Choose **Sheet** from the **Format** menu, then select **Hide**.

*Note:* To reveal a hidden worksheet's name, select **Sheet** from the **Format** menu, select **Unhide** and then double-click on the hidden worksheet you wish to display.

# Microsoft Access 2000 Quick Source Guide

**Virginia Andersen**



## **Microsoft Access 2000 Quick Source Guide:**

Microsoft Access 2000 Quick Source Guide Quick Source (Firm), Quick Source Staff, 1999-10-01      **Microsoft Pocket Guide to Microsoft Access 2000** Stephen L. Nelson, 1999 A compact portable reference for the frequent traveler or office staffer seeking quick answers about the relational database's tools, terms and techniques. Topics are arranged alphabetically and include step by step instructions and numerous illustrations      **Microsoft Access 2000 Developer's Guide** Edward Jones, 1999 This developer's indispensable guide shows readers what they need to know to develop high powered full featured applications with Access 2000. The CD ROM contains the source code and databases for all the examples in the book plus samples for client management and an assortment of third party utilities      Microsoft Access 2000 Step by Step Catapult, Inc, 1999 With this book and Microsoft Access 2000 you'll learn to enter and view data, create and expand databases, turn data into meaningful information, refine your database and take your database to the world. Book Jacket      **Books In Print 2004-2005** Ed Bowker Staff, Staff Bowker, Ed, 2004      **Complete Idiot's Guide to Microsoft Office 2000** Joe Kraynak, 1999 Shows how to use each component of Microsoft Office and offers advice on creating documents, spreadsheets, databases, graphics and presentations      Access 2000: The Complete Reference Virginia Andersen, 1999-05-22 Access is the leading database of choice for individuals and corporations looking to manage data easily, share information over intranets and the Internet and build faster business solutions. Complete details on every aspect of creating, customizing and maintaining an Access database. Full coverage of Web applications, hyperlinks, Web publishing, HTML output, importing, exporting and linking. Explains how to integrate Access with the other components of the Office Suite. CD ROM contains hundreds of practice exam questions covering the material on the Access segment of the MOUS exam      *Microsoft Access 2000*, 2000 This INSTRUCTOR GUIDE is a key part of the Microsoft STEP BY STEP COURSEWARE series which provides everything you need to get Microsoft software training classes up and running quickly with the most effective learning content available.

RDA: Resource Description and Access: 2013 Revision Joint Steering Committee (JSC), American Library Association (ALA), Canadian Library Association (CLA), Chartered Institute of Library and Information Professionals (CILIP, UK), Deutsche Nationalbibliothek, Library of Congress (US), 2013-10-28 This e book contains the 2013 Revision of RDA Resource Description and Access and includes the July 2013 Update. This e book offers links within the RDA text and the capability of running rudimentary searches of RDA but please note that this e book does not have the full range of content or functionality provided by the subscription product RDA Toolkit. Included: A full accumulation of RDA, the revision contains a full set of all current RDA instructions. It replaces the previous version of RDA Print as opposed to being an update packet to that version. RDA has gone through many changes since it was first published in 2010. Cataloging practice described by RDA has not changed dramatically due to the changes above but nearly every page in RDA Print was impacted by the changes with the result that an RDA Print update packet would require nearly as many pages as the full revision. The most current RDA the

revision contains all changes to RDA up to and including the 2013 RDA Update approved by the JSC Annually the JSC considers proposals to update enhance and maintain RDA as a current cataloging standard These updates can and often do change the cataloging process as described by RDA The JSC also periodically issues changes to RDA to fix errors and to clarify meaning These changes do not typically change cataloging practice as described by RDA Reworded RDA the revision includes the reworded version of RDA instructions To improve readability and comprehension of complex instructions RDA has been edited and reworded since its original release The rewording was carried out by the JSC RDA Copy Editor and reviewed by the U S RDA Test Coordinating Committee

**RDA: Resource Description and Access: 2013 Revision** J. S. C. Joint Steering Committee, 2013 This e book contains the 2013 Revision of RDA Resource Description and Access and includes the July 2013 Update This e book offers links within the RDA text and the capability of running rudimentary searches of RDA but please note that this e book does not have the full range of content or functionality provided by the subscription product RDA Toolkit Included A full accumulation of RDA the revision contains a full set of all current RDA instructions It replaces the previous version of RDA Print as opposed to being an update packet to that version RDA has gone through many changes since it was first published in 2010 Cataloging practice described by RDA has not changed dramatically due to the changes above but nearly every page in RDA Print was impacted by the changes with the result that an RDA Print update packet would require nearly as many pages as the full revision The most current RDA the revision contains all changes to RDA up to and including the 2013 RDA Update approved by the JSC Annually the JSC considers proposals to update enhance and maintain RDA as a current cataloging standard These updates can and often do change the cataloging process as described by RDA The JSC also periodically issues changes to RDA to fix errors and to clarify meaning These changes do not typically change cataloging practice as described by RDA Reworded RDA the revision includes the reworded version of RDA instructions To improve readability and comprehension of complex instructions RDA has been edited and reworded since its original release The rewording was carried out by the JSC RDA Copy Editor and reviewed by the U S RDA Test Coordinating Committee

*Access Database Design & Programming* Steven Roman, PhD, 2002-01-07

*Access Database Design Programming* takes you behind the details of the Access interface focusing on the general knowledge necessary for Access power users or developers to create effective database applications When using software products with graphical interfaces we frequently focus so much on the interface that we forget about the general concepts that allow us to understand and use the software effectively In particular this book focuses on three areas Database design The book provides an enjoyable informative overview of database design that carefully shows you how to normalize tables to eliminate redundancy without losing data Queries The book examines multi table queries i e various types of joins and shows how to implement them indirectly by using the Access interface or directly by using Access SQL Programming The book examines the VBA integrated development environment IDE It then goes on to provide an excellent introduction to Data

Access Objects DAO ActiveX Data Objects ADO and ADO Extensions for Data Definition and Security ADOX These sections serve as a handy introduction and primer for basic database operations such as modifying a table under program control dynamically adding and deleting a record and repositioning a record pointer The concluding chapter focuses on common programming problems such as computing running sums and comparing two sets Unlike other Access books that take the long detailed approach to every topic of concern to Access programmers Access Database Design Programming instead focuses on the core concepts enabling programmers to develop solid effective database applications This book also serves as a second course in Access that provides a relatively experienced Access user who is new to programming with the frequently overlooked techniques necessary to develop successfully in the Microsoft Access environment Anyone interested in learning Access in depth rather than just scraping the surface will enjoy and benefit immensely from reading this book

*The Software Encyclopedia*, 1997

[The Ultimate Windows Server 2003 System Administrator's Guide](#) G. Robert Williams, Mark Walla, 2003 Not only explains the new features of Windows NET Server 2003 but also provides continued support for Windows 2000 administration Covers changes in security Active Directory Microsoft Management Console and integration with the NET Framework among many others changes Windows NET Server 2003 is the first Microsoft product that is innately affected by the company s recent Trustworthy Computing initiative If this is successful this will be the most stable reliable and dependable server OS that Microsoft has ever released It will also feature an integrated environment with the NET Framework and the Common Language Runtime The Ultimate Windows NET Server 2003 System Administrator s Guide is an essential resource for planning deploying and administering a Windows NET enterprise system The authors draw on years of experience designing and administering Windows NT and UNIX systems in order to guide you through the varied tasks involved in real world system administration There are detailed discussions of key Windows NET Server administrative functions and descriptions of many advanced tools and optional components In addition the authors have included a comprehensive and convenient command reference

**Access 2016 For Dummies** Laurie A. Ulrich, Ken Cook, 2015-11-02 Your all access guide to all things Access 2016 If you don t know a relational database from an isolationist table but still need to figure out how to organize and analyze your data Access 2016 For Dummies is for you Written in a friendly and accessible manner it assumes no prior Access or database building knowledge and walks you through the basics of creating tables to store your data building forms that ease data entry writing queries that pull real information from your data and creating reports that back up your analysis Add in a dash of humor and fun and Access 2016 For Dummies is the only resource you ll need to go from data rookie to data pro This expanded and updated edition of Access For Dummies covers all of the latest information and features to help data newcomers better understand Access role in the world of data analysis and data science Inside you ll get a crash course on how databases work and how to build one from the ground up Plus you ll find step by step guidance on how to structure data to make it useful manipulate edit and import data into your database write and

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Centers InfoWorld also celebrates people companies and projects [PC Mag](#) ,1999-05-25 PCMag.com is a leading authority on technology delivering Labs based independent reviews of the latest products and services Our expert industry analysis and practical solutions help you make better buying decisions and get more from technology

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In some sort of driven by information and connectivity, the energy of words has be evident than ever. They have the capacity to inspire, provoke, and ignite change. Such is the essence of the book **Microsoft Acceb 2000 Quick Source Guide**, a literary masterpiece that delves deep to the significance of words and their effect on our lives. Compiled by a renowned author, this captivating work takes readers on a transformative journey, unraveling the secrets and potential behind every word. In this review, we shall explore the book is key themes, examine its writing style, and analyze its overall effect on readers.

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