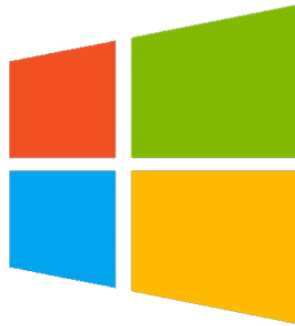


LearningBrick presents...

January's Newsletter

Professor's Quick Tips: Windows Hotkeys



Quick links

[Application Course Calendar](#) [Featured Application Course](#)
[Technical Course Calendar](#) [Featured Technical Course](#)

Microsoft Access Quick Tips

Useful Hotkeys

- **F2** = Rename a selected object
- **F7** = Quick Spell Check
- **F11** = Toggle the Navigation Pane in Microsoft Access
- **Tab** = Next field
- **Shift + Tab** = Previous field
- **Shift + ↑** = First record
- **Shift + ↓** = Last record

What is this *new* "OneDrive"?

An online file backup service

Can easily share files publicly or privately

First 5-7GB of storage is free

Included in 2013 and newer Microsoft products

[Click here for a video demonstration](#)

Featured Application Course

Microsoft Access 2010 - 2013

MS Access is one of Microsoft's most overlooked applications. It has been included in the MS Office Professional Suite since the beginning and most people have never looked at it. It is a **powerful and useful tool**.

What is MS Access? - MS Access is a database tool that stores, organizes and retrieves your data, simply and efficiently. Our courses ensure that it's tools and uses are fully understood and utilized.

Check out our MS Access courses [here](#)

Featured Technical Course - #20410

Installing and Configuring Windows Server 2012

Do you have the skills to implement a Windows 2012 Server?

This five-day Microsoft Official Course will provide the skills and knowledge necessary to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. It primarily covers the initial implementation and configuration of core services, such as Networking, Storage, Active Directory Domain Services (ADDS), Group Policy, File and Print services, and Hyper-V.

Check out #20410 [here](#)

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Thank you,

— The LearningBrick Team

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