



Microsoft®

Access Quick Reference Basic Skills

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The Access Program Screen



Keyboard Shortcuts

General

Create a new database.....	Ctrl - N
Open a database.....	Ctrl - O
Close a database.....	Ctrl - W
Close Access.....	Alt - F4
Print current view.....	Ctrl - P
Help.....	F1
Delete record.....	Ctrl - -
Cancel changes.....	Esc
Invert date.....	Ctrl - ;
Invert time.....	Shift - Ctrl - ;
Invert values from same field in previous position.....	Ctrl - *
Spell check.....	F7
Switch application.....	Alt - Tab

Navigation

Move between query or table rows.....	↑, ↓
Move between query or table columns.....	←, →
Next field.....	Tab
Previous field.....	Shift - Tab
Next screen.....	Page Down
Previous screen.....	Page Up
First record.....	Ctrl - ↑
Last record.....	Ctrl - ↓
Go to a specific record.....	F5
Toggle Navigation Pane.....	F11

Editing

Cut.....	Ctrl - X
Copy.....	Ctrl - C
Paste.....	Ctrl - V
Undo.....	Ctrl - Z
Redo.....	Ctrl - Y
Find.....	Ctrl - F
Replace.....	Ctrl - H

Design View

View properties.....	Alt - Enter
Open object in Design view.....	Ctrl - Enter
Save object.....	Ctrl - S
Switch to Form view.....	F5

Access Basics

Open a Database: Click the File tab and select **Open**, or press **Ctrl - O**.

Save a Database: Click the **Save** **FI** button on the Quick Access Toolbar, or press **Ctrl - S**. Choose a location where you want to save the file. Give the file a name, then click **Save**.

Use the Navigation Pane: Click the **All Access Objects** **AO** button at the top of the Navigation Pane and select the type of object(s) you want to display.

Open a Database Object: Double-click an object in the Navigation Pane.

Modify a Database Object in Design View: Click the **View** **VI** button list arrow and select **Design View**.

Switch Object Tabs: If you have multiple objects open, click the tab for the object you want to display.

Rename a Database Object: In the Navigation Pane, right-click the object you want to rename and select **Rename**. Type a new name, and press **Enter**.

Delete a Database Object: Select the object you want to delete in the Navigation Pane, press the **Delete** key, and click **Yes**.

Get Help: Press **F1** to open the Help pane. Type your question in the Search field and press **Enter**.

Close a Database Object: Click the object's **Close** **X** button in the upper-right corner of the window.

Close a Database: Click the File tab and select **Close**.

Database Objects

- Tables** store a database's data in rows (records) and columns (fields).
- Queries** ask a question of data stored in a table.
- Forms** are custom screens that provide an easy way to enter and view data in a table or query.
- Reports** present data from a table or query in a printed format.
- Macros** automate several tasks into a single command.
- Modules** automate commands using Visual Basic. Modules are similar to macros, but are more complex.



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Table of Contents Microsoft Access Guide

1. Understanding the eBook Microsoft Access Guide
 - The Rise of Digital Reading Microsoft Access Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Guide
 - Personalized Recommendations
 - Microsoft Access Guide User Reviews and Ratings
 - Microsoft Access Guide and Bestseller Lists
5. Accessing Microsoft Access Guide Free and Paid eBooks
 - Microsoft Access Guide Public Domain eBooks

- Microsoft Access Guide eBook Subscription Services
- Microsoft Access Guide Budget-Friendly Options
- 6. Navigating Microsoft Access Guide eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access Guide Compatibility with Devices
 - Microsoft Access Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Guide
 - Highlighting and Note-Taking Microsoft Access Guide
 - Interactive Elements Microsoft Access Guide
- 8. Staying Engaged with Microsoft Access Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Guide
 - Setting Reading Goals Microsoft Access Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Guide
 - Fact-Checking eBook Content of Microsoft Access Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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