

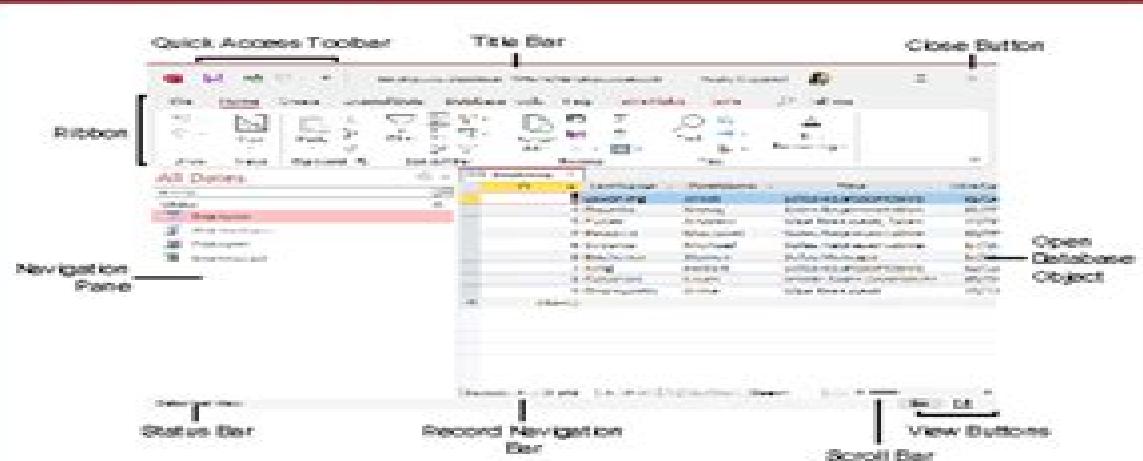


Microsoft®

Access Quick Reference

Basic Skills

The Access Program Screen



Access Basics

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

Save a Database: Click the Save 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 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 Maximize button (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 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 easier 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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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
Insert date.....	Ctrl + ;
Insert time.....	Shift + Ctrl + ;
Insert value (one same field in previous position).....	Ctrl + .
Spell check.....	F7
Switch applications.....	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

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Browning,1999 Word 2000 is the latest upgrade to the phenomenally successful word processing program In addition to new word processing features this version of Word contains enhanced Internet capabilities This Study Guide prepares users to take the Microsoft Office User Specialist MOUS proficient and expert exams for Word the official tests that recognize individuals who have achieved mastery level performance using Word The exams were developed with input from corporations staffing firms and educators The tests provide a valuable industry credential proof that individuals have the skills required by employers

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MCSA / MCSE / MCDBA: SQL Server 2000 Administration Study Guide Rick Sawtell,Joseph L. Jorden,Lance Mortensen,2003-09-19 Here s the book you need to prepare for Exam 70 228 Installing Configuring and Administering Microsoft SQL Server 2000 This Study Guide provides In depth coverage of every official exam objective Practical information on installing configuring and administering SQL Server 2000 Real world insights advice and recommendations Hundreds of challenging practice questions in the book and on the CD Leading edge exam preparation software including a test engine and electronic flashcards Authoritative coverage of all exam objectives including Installing and configuring SQL Server 2000 Creating SQL Server 2000 databases Managing monitoring and troubleshooting SQL Server 2000 databases Extracting and transforming data with SQL Server 2000 Managing and monitoring SQL Server 2000 security Managing monitoring and troubleshooting SQL Server 2000 Note CD ROM DVD and other supplementary materials are not included as part of eBook file

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