



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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Access 2002 - Complete Timothy J. O'Leary, Linda I. O'Leary, Kathryn M. Lee, 2003-02. A guide to Access 2002. The text presents hands-on instructions with full screen captures that illustrate the results of each step performed. A running case is featured in each tutorial highlighting the real world applications of the software and leading students from problem to solution.

Planning and Scheduling Using Microsoft Office Project 2007 Paul E. Harris, 2007. This book is a straightforward practical guide on how to use Microsoft Project 2000 up to an intermediate level in a single project environment. It is aimed at any industry including building, construction, oil and gas, software development, government, and defense.

Microsoft Access 365 Charles Sherer, 2024-03-13. If you are passionate about learning how to manage data successfully but do not have enough knowledge or you have no knowledge on how to go about it, you are lucky to come across this book because it will take you from a fundamental to a professional level with theory and practical that can help you master the methods and principle of managing database conveniently. Without contradiction, Microsoft Access is the best Microsoft application designed for dealing with all stages of information. However, it is very difficult for many users to use Access tools conveniently when it comes to managing information such as keeping and recovering information, which is to be the main idea of preparing this astonishing user guide to provide you with a perfect understanding of the usage of Access 365 tools with ease. Getting this mini book will provide you the privilege to deal with the following Access aspects in managing database: Getting started with Access 365, Create a database file that you will use to save the database information, Working with the Access Navigation pane, Getting started with the construction of the database table, Entering fields into each database table, Entering data directly into the table or employing the help of a Form, Managing tables relationship in the relationship windows for effective database query, Working with the Query Design Window, Format for entering the correct criteria when querying the database for particular information, Creating a specialized report through the query results, Refining the appearance of the Report, And a lot more. Wish you the best of luck as you scroll up and click the Buy button to get this amazing mini book.

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