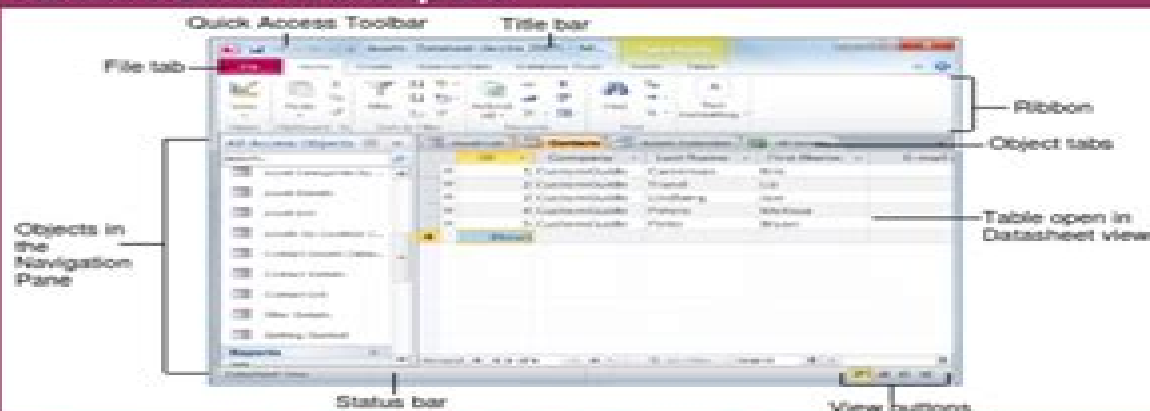


Access 2010

Cheat Sheet

Access 2010 Workspace



Keyboard Shortcuts

General

Open a Database	Ctrl + O
Close a Database	Ctrl + W
Print Current View	Ctrl + P
Delete	Delete
Undo	Ctrl + Z
Help	F1
Delete Record	Ctrl + -
Cancel Changes	Esc
Insert Date	Ctrl + ;
Insert Time	Shift + Ctrl + :
Insert Value from Same Field in Previous Record	Ctrl + ' (Apostrophe)
Check Spelling	F7
Switch Applications	Alt + Tab

Database Objects

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and view data in a table.

Reports present data from a table or query in a printed format.

Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

Modules are groups of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object:** Double-click the object in the Navigation Pane.
- **To Create a New Object:** Click the Create tab on the Ribbon and click a button for the object or wizard you want to use.
- **To Delete an Object:** Select the object and press Delete. Click Yes.

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **To Create a Blank Database:** Click the File tab and select New. Click the Blank Database button and click Create.
- **To Create a Database from a Template:** Click the File tab and select New. Select the template category you wish to use, select the template, and click Create.
- **To Open an Existing Database:** Click the File tab and select Open.
- **To Repair/Compress a Database:** Click the File tab and select Info. Click the Compact & Repair Database button.
- **To Import Data from Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Import and Link group.
- **To Export Data to Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Export group.
- **To Save a Database:** Click the File tab and select Save.
- **To Close a Database:** Click the Close button, or press Ctrl + W.

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Design View

Properties	Alt + Enter
Open object in Design View	Ctrl + Enter
Save Object	Ctrl + S

Formatting Text

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Screen	Page Down
Previous Screen	Page Up
First Record	Ctrl + ↑
Last Record	Ctrl + ↓
Toggle Navigation Pane	F11

Microsoft Access 2010 Cheat Sheet

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Microsoft Access 2007 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix Software Services,Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Setting and Removing a Primary Key Setting Table Query Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and Subforms Creating a Subform in an Existing Form Creating a New Form with a Subform Using Subdatasheets Inserting Expanding Collapsing Removing Merging Data with a Word Document Importing Data into Access Export Data from Access Saving Import Export Steps and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate [GO! with Microsoft Office 2007 Introductory](#) Shelley Gaskin,2008 The primary goal of the GO Series aside from teaching computer applications is ease of implementation This approach is based on clearly defining projects for readers in a way that s easy to understand Creating Documents with Microsoft Word 2007 Formatting and Organizing Text Using Graphics and Tables Special Document Formats Columns and Mail Mer Creating a Worksheet and Charting Data Managing Workbooks and Analyzing Data Using Functions and Tables Getting Started with Access Databases and Tables Sort and Query a Database Forms Filters and Reports Getting Started with Microsoft PowerPoint 2007 Designing a PowerPoint Presentation Enhancing a Presentation with Animation Tables and Charts Using Access Data with Other Office Programs Using Tables in Word and

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Access 2010 All-in-One For Dummies Alison Barrows, Margaret Levine Young, Joseph C. Stockman, 2010-04-09 The all in one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out the nine minibooks in this easy access reference are exactly what you need Read the book cover to cover or jump into any of the minibooks for the instruction and topics you need most Learn how to connect Access to SQL Server manipulate your data locally use nifty new features from Office 2010 such as the enhanced Ribbon create queries and macros like a champ and much more From the basics to advanced functions it's what you need to make Access more accessible Shows you how to store organize view analyze and share data using Microsoft Access 2010 the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design tables queries forms reports macros database administration securing data programming with Visual Basic for Applications VBA and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide contains everything you need to start power using Access 2010

PC World, 1995

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Windows 7 Resource Kit Mitch Tulloch, 2010 Delivers the information you need to administer your Windows 7 system You get authoritative technical guidance from those who know the technology best

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Master VISUALLY Office 2003 Michael S. Toot,2005-07-22 Master Visually Microsoft Office 2003 One picture is worth a thousand words If you prefer instructions that show you how rather than tell you why then this comprehensive reference is for you Hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 350 Office 2003 tasks including Changing line and paragraph spacing Creating letters with Mail Merge Adding images to Excel or Word documents Rearranging PowerPoint slides Planning a database and filtering data Modifying the Outlook window Checking Web site navigation Microsoft Office 2007 Robert T. Grauer,2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office

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