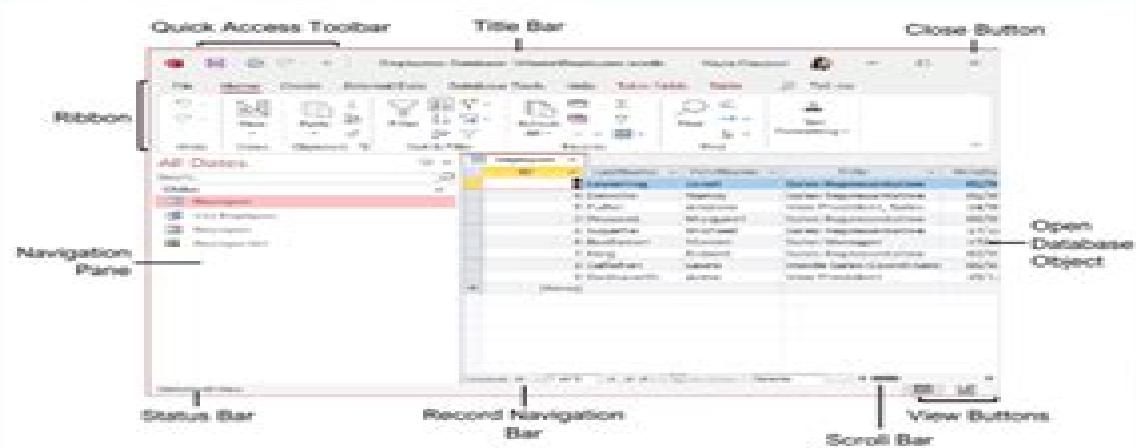


The Access Program Screen



Access Basics

Open 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 **View**  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**.

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 from 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 + T |
| Last record | Ctrl + L |
| 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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Bill Dyszel

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