

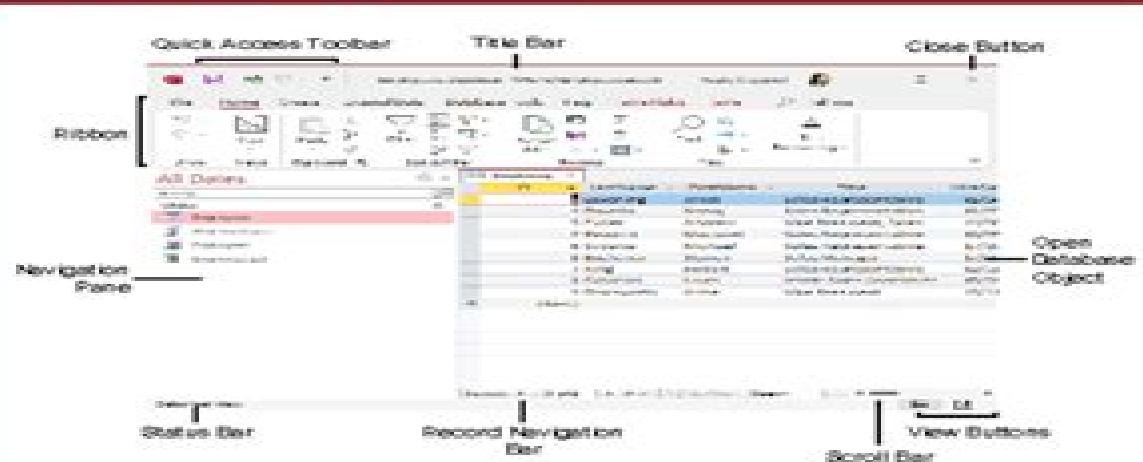


Microsoft®

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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Table of Contents Microsoft Access Study Guide

1. Understanding the eBook Microsoft Access Study Guide
 - The Rise of Digital Reading Microsoft Access Study Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Study 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 Study Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Study Guide
 - Personalized Recommendations
 - Microsoft Access Study Guide User Reviews and Ratings

- Microsoft Access Study Guide and Bestseller Lists
- 5. Accessing Microsoft Access Study Guide Free and Paid eBooks
 - Microsoft Access Study Guide Public Domain eBooks
 - Microsoft Access Study Guide eBook Subscription Services
 - Microsoft Access Study Guide Budget-Friendly Options
- 6. Navigating Microsoft Access Study Guide eBook Formats
 - ePUB, PDF, MOBI, and More
 - Microsoft Access Study Guide Compatibility with Devices
 - Microsoft Access Study Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Study Guide
 - Highlighting and Note-Taking Microsoft Access Study Guide
 - Interactive Elements Microsoft Access Study Guide
- 8. Staying Engaged with Microsoft Access Study Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Study Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Study Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Study Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Study Guide
 - Setting Reading Goals Microsoft Access Study Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Study Guide
 - Fact-Checking eBook Content of Microsoft Access Study 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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