



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.....                              | <b>Ctrl + N</b>         |
| Open a database.....                                    | <b>Ctrl + O</b>         |
| Close a database.....                                   | <b>Ctrl + W</b>         |
| Close Access.....                                       | <b>Alt + F4</b>         |
| Print current view.....                                 | <b>Ctrl + P</b>         |
| Help.....   | <b>F1</b>               |
| Delete record.....                                      | <b>Ctrl + .</b>         |
| Cancel changes.....                                     | <b>Esc</b>              |
| Insert date.....  | <b>Ctrl + ;</b>         |
| Insert time.....  | <b>Shift + Ctrl + ;</b> |
| Insert value (one same field in previous position)..... | <b>Ctrl + .</b>         |
| Spell check.....  | <b>F7</b>               |
| Switch applications.....                                | <b>Alt + Tab</b>        |

#### Navigation

|  |                    |
|--|--------------------|
| Move between query or table rows.....    | <b>↑, ↓</b>        |
| Move between query or table columns..... | <b>←, →</b>        |
| Next field.....                          | <b>Tab</b>         |
| Previous field.....                      | <b>Shift + Tab</b> |
| Next screen.....                         | <b>Page Down</b>   |
| Previous screen.....                     | <b>Page Up</b>     |
| First record.....                        | <b>Ctrl + ↑</b>    |
| Last record.....                         | <b>Ctrl + ↓</b>    |
| Go to a specific record.....             | <b>F5</b>          |
| Toggle Navigation Pane.....              | <b>F11</b>         |

#### Editing

|              |                 |
|--------------|-----------------|
| Cut.....     | <b>Ctrl + X</b> |
| Copy.....    | <b>Ctrl + C</b> |
| Paste.....   | <b>Ctrl + V</b> |
| Undo.....    | <b>Ctrl + Z</b> |
| Redo.....    | <b>Ctrl + Y</b> |
| Find.....    | <b>Ctrl + F</b> |
| Replace..... | <b>Ctrl + H</b> |

#### Design View

|                                 |                     |
|---------------------------------|---------------------|
| View properties.....            | <b>Alt + Enter</b>  |
| Open object in Design View..... | <b>Ctrl + Enter</b> |
| Save object.....                | <b>Ctrl + S</b>     |
| Switch to Form view.....        | <b>F5</b>           |



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# Microsoft Access Guide

**Robert Coding**

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