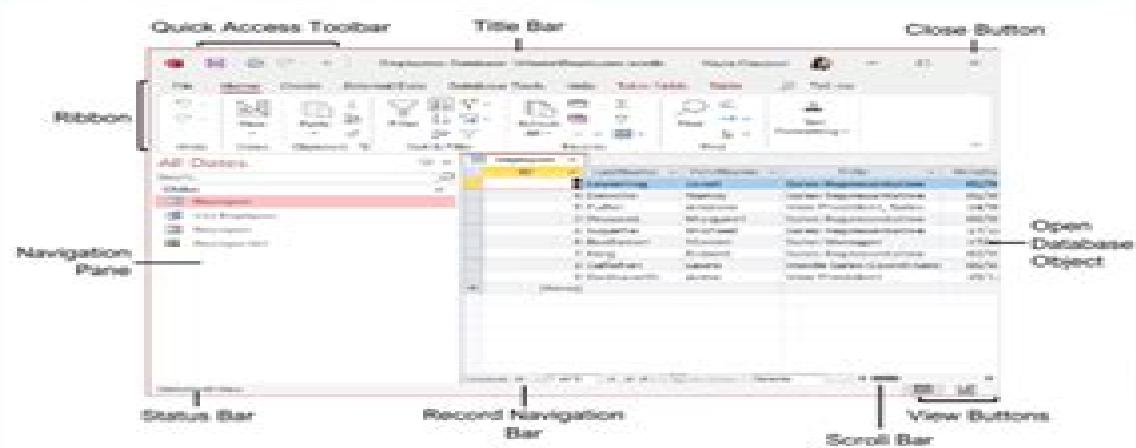


### The Access Program Screen



### 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	<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 from 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 + T</b>
Last record	<b>Ctrl + L</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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