



Microsoft®

Access Quick Reference Basic Skills

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The Access Program Screen



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
Invert date.....	Ctrl - ;
Invert time.....	Shift - Ctrl - ;
Invert values from same field in previous position.....	Ctrl - *
Spell check.....	F7
Switch application.....	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

Access Basics

Open a Database: Click the **File** tab and select **Open**, or press **Ctrl - O**.

Save a Database: Click the **Save** **FI** 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** **AO** 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** **VI** 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**.

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** **X** 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 easy 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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Alison Balter's Mastering Microsoft Access 2000 Development Alison Balter, 1999 What Alison's book offers over most or all of the other books on the market is that Alison is able to take a highly technical topic and present it in a manner that is easy to comprehend It is a book that the reader will often want to read from cover to cover but it can also act as an excellent reference The CD includes all source code from the book sample databases and complete applications

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polaroids occupy a special place in the hearts of many photo enthusiasts who remember a time when instant photography meant one of a kind prints that devel

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as a photographer who straddled the gap between art and commerce helmut newton always managed to surprise and polarize his audience among the editorial staff of many magazines he encountered creative kindred spirits who responded to his unusual visual ideas

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over 300 works based on the original polaroids were shown at 2011 exhibition helmut newton polaroids at the museum für fotografie in berlin 13 death edit

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throughout his career helmut newton used polaroids as both a crucial tool for testing light and composition and a means of

revisiting his shoots these objects allow the viewer a rare chance to look behind the scenes of some of his greatest pictures from milan to paris and saint tropez

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jun 10 2011 helmut newton polaroids 10 06 2011 to 20 05 2012 museum für fotografie polaroid technology revolutionized photography polaroids have been used in artistic and commercial photography both in creating preliminary studies and as a medium in their own right

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mit helmut newton polaroids präsentiert die helmut newton stiftung erstmalig den werkaspekt der sofortbild fotografie im schaffen des fotografen und widmet ihm anhand von über 300 fotografien vergrößerungen der original polaroids ergänzt durch vitrinen mit den kleinformaten eine eigene ausstellung

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helmut newton also loved taking photographs with a polaroid from the 1970s onwards he used these devices extensively particularly during his fashion shoots so this exhibition does not just feature the polaroids of helmut newton but also works by numerous colleagues such as robert mapplethorpe mary ellen mark david hockney ulay

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luckily for us legendary photographer helmut newton saved his test polaroids allowing a privileged and rare chance to see the tests from a selection of his greatest shoots over a period of decades including many from the taschen titles sumo a gun for hire and work selected by his widow june newton from over 300 photos featured at the

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