Microsoft®

Access 2010

Cheat Sheet

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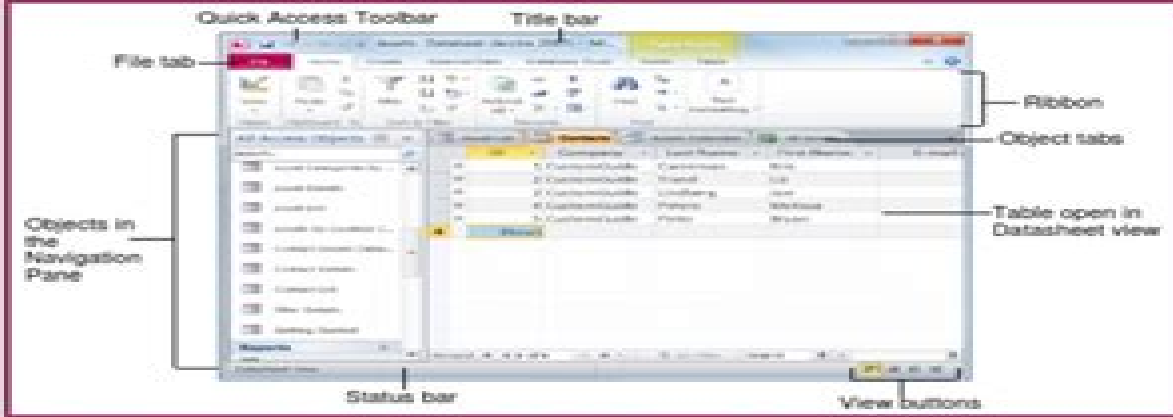
Access 2010 Workspace



Database Objects

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and view data in a table.

Reports present data from a table or query in a printed format.

Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

Modules are groups of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object**: Double-click the object in the Navigation Pane.
- **To Create a New Object**: Click the **Create** tab on the Ribbon and click a button for the object or wizard you want to use.
- **To Delete an Object**: Select the object and press **Delete**. Click **Yes**.

The Fundamentals

- The **File** tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.

- Access 2010 introduces Web databases. Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.
- **To Create a Blank Database**: Click the **File** tab and select **New**. Click the **Blank Database** button and click **Create**.
- **To Create a Database from a Template**: Click the **File** tab and select **New**. Select the template category you wish to use, select the template, and click **Create**.
- **To Open an Existing Database**: Click the **File** tab and select **Open**.
- **To Repair/Compress a Database**: Click the **File** tab and select **Info**. Click the **Compact & Repair Database** button.
- **To Import Data from Another Source**: Click the **External Data** tab on the Ribbon and click the appropriate button in the Import and Link group.
- **To Export Data to Another Source**: Click the **External Data** tab on the Ribbon and click the appropriate button in the Export group.
- **To Save a Database**: Click the **File** tab and select **Save**.
- **To Close a Database**: Click the **Close** button, or press **Ctrl + W**.

Keyboard Shortcuts

General

Open a Database	Ctrl + O
Close a Database	Ctrl + W
Print Current View	Ctrl + P
Delete	Delete
Undo	Ctrl + Z
Help	F1
Delete Record	Ctrl + -
Cancel Changes	Esc
Insert Date	Ctrl + ;
Insert Time	Shift + Ctrl + :
Insert Value from Same Field in Previous Record	Ctrl + " (Apostrophe)
Check Spelling	F7
Switch Applications	Alt + Tab

Editing

Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Find	Ctrl + F
Replace	Ctrl + H
Select All	Ctrl + A

Design View

Properties	Alt+Enter
Open object in Design View	Ctrl+Enter
Save Object	Ctrl + S

Formatting Text

Bold	Ctrl + B
Italics	Ctrl + I
Underline	Ctrl + U

Navigation

Next Field	Tab
Previous Field	Shift + Tab
Next Screen	Page Down
Previous Screen	Page Up
First Record	Ctrl + ↑
Last Record	Ctrl + ↓
Toggle Navigation Pane	F11

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Microsoft Access 2010 Cheat Sheet

Karin Rex

Microsoft Access 2010 Cheat Sheet:

Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-22 Laminated quick reference guide showing step by step instructions and shortcuts for how to use intermediate features of Microsoft Office Access 2013 The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Dynamic Criteria with Parameter Queries Examples of Complex Expressions Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Modifying Form Controls Sorting Records Setting Tab Order Report Design Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document **Access 2010 For Dummies** Laurie A. Ulrich,Ken Cook,2010-04-07 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix, Inc Staff,2010-06-26 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Working with Database Files Defining Access Objects Adding a Record Editing Fields and Records Undoing Changes Deleting Records The Datasheet Window Quickly Sorting a Table Searching for a Record Creating a Table Primary Keys and Links Using Design View to Create or Modify a Table Creating Modifying a Query Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Creating Forms with a Wizard Creating and Modifying Forms Manually Working with Forms Backing Up and Compacting Database Files Customizing Access Also includes a list of Movement and Data Entry Shortcuts Smart Database Design Tips and Query Grid Criteria Examples This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate **Office 2010 For Dummies** Wallace Wang,2010-04-07 The

latest edition of one of the bestselling Microsoft Office books of all time Spend less time figuring out Word Excel PowerPoint Outlook and Access and more time working on actual projects with this new edition of Office 2010 For Dummies Filled with straightforward friendly instruction this book gets you thoroughly up to speed and it actually makes doing Office work fun First learn all the basics then how to add more bells and whistles including how to spice up your Word documents edit Excel spreadsheets and create formulas add sound to your PowerPoint presentation and much more Helps you harness the power of Microsoft Office 2010 and all of its new functionality the book covers Word Excel PowerPoint Outlook and Access Explains and instructs in the straightforward friendly For Dummies style that makes instruction more accessible and skill building easier Covers typing and formatting text in Word and spicing up your documents Shows you how to navigate and edit an Excel spreadsheet create formulas and chart and analyze Excel data Demonstrates how to create a PowerPoint presentation and add color sound and pictures Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more Be ready to take full advantage of Microsoft Office 2010 with this fun and easy guide **Office 2013 For Dummies** Wallace Wang,2013-02-13 Office 2013 For Dummies is the key to your brand new Office Packed with straightforward friendly instruction this update to one of the bestselling Office books of all time gets you thoroughly up to speed and helps you learn how to take full advantage of the new features in Office 2013 After coverage of the fundamentals you ll discover how to spice up your Word documents edit Excel spreadsheets and create formulas add pizazz to your PowerPoint presentation and much more Helps you harness the power of all five Office 2013 applications Word Excel PowerPoint Outlook and Access Discusses typing and formatting text in Word and easy ways to dress up your documents with color graphics and more Demonstrates navigating and editing an Excel spreadsheet creating formulas and charting and analyzing Excel data Walks you through creating a PowerPoint presentation and adding some punch with color sound pictures and videos Explores Outlook including configuring e mail storing contacts organizing tasks scheduling your time and setting appointments Delves into designing Access databases including editing modifying searching sorting and querying also covers viewing and printing reports and more The fun and friendly approach of Office 2013 For Dummies makes doing Office work easy and efficient **Microsoft SharePoint 2010 Web Applications The Complete Reference** Charlie Holland,2010-09-22 Build Data Driven Web Applications with SharePoint 2010 Leverage the revolutionary development capabilities in SharePoint 2010 to build web based business applications Microsoft SharePoint 2010 Web Applications The Complete Reference gets you up and running on the platform and explains how to integrate application services such as content management business intelligence offline synchronization and workflow into your applications After reviewing the fundamentals of SharePoint 2010 this comprehensive resource covers the presentation application services and data access layers and discusses the key tools and techniques that are most appropriate for delivering functionality

within each layer Packaging deployment and configuration are also covered in this hands on guide Real world examples illustrate specific features and the code samples contained throughout the book can be used in your own applications

Microsoft Office 2010 Demystified Karin Rex,2011-10-11 It s EASIER than ever to get started with Microsoft Office 2010 Navigate your way around the Microsoft Office 2020 suite without getting lost in too many details Microsoft Office 2010 Demystified shows you the ropes and explains the new handy and most popular functions of each application Written in a step by step tutorial format this practical guide begins with an overview of the suite and the universal features that can be used in all of the individual programs Then you ll drill down into the specifics of Word Excel PowerPoint Outlook and Access Detailed explanations and screenshots make it easy to understand the material and end of chapter quizzes and a final exam help reinforce key concepts It s a no brainer You ll learn how to Create great looking Word documents Crunch numbers and get graphical in Excel spreadsheets Develop persuasive PowerPoint presentations Manage your email tasks calendar and contacts with Outlook Build and manage Access databases Simple enough for a beginner but challenging enough for an advanced student Microsoft Office 2010 Demystified helps you master this powerful suite of applications **Microsoft Access 2007 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix Software Services,Beezix, Inc Staff,2007-08-01 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2007 The following topics are covered Setting and Removing a Primary Key Setting Table Query Relationships Deleting Relationships Hiding a Table Setting a Single Field Index Setting Multiple Field Indexes Validating Data Creating Expressions with Functions Creating Complex Select Queries Creating Parameter Queries Creating Queries Using Multiple Tables Creating Statistical Queries Creating Update Queries Creating a Report Manually Customizing Forms Forms and Subforms Creating a Subform in an Existing Form Creating a New Form with a Subform Using Subdatasheets Inserting Expanding Collapsing Removing Merging Data with a Word Document Importing Data into Access Export Data from Access Saving Import Export Steps and Viewing Object Dependencies This guide is suitable as a training handout or simply an easy to use reference guide for any type of user This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate *GO! with Microsoft Office 2007 Introductory* Shelley Gaskin,2008 The primary goal of the GO Series aside from teaching computer applications is ease of implementation This approach is based on clearly defining projects for readers in a way that s easy to understand Creating Documents with Microsoft Word 2007 Formatting and Organizing Text Using Graphics and Tables Special Document Formats Columns and Mail Mer Creating a Worksheet and Charting Data Managing Workbooks and Analyzing Data Using Functions and Tables Getting Started with Access Databases and Tables Sort and Query a Database Forms Filters and Reports Getting Started with Microsoft PowerPoint 2007 Designing a PowerPoint Presentation Enhancing a Presentation with Animation Tables and Charts Using Access Data with Other Office Programs Using Tables in Word and

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Master VISUALLY Office 2003 Michael S. Toot,2005-07-22 Master Visually Microsoft Office 2003 One picture is worth a thousand words If you prefer instructions that show you how rather than tell you why then this comprehensive reference is for you Hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 350 Office 2003 tasks including Changing line and paragraph spacing Creating letters with Mail Merge Adding images to Excel or Word documents Rearranging PowerPoint slides Planning a database and filtering data Modifying the Outlook window Checking Web site navigation **Microsoft Office 2007** Robert T. Grauer,2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office

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