



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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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

Introduction to the Development of Web Applications Using ASP .Net (Core) MVC Razvan Alexandru Mezei, 2023-07-01 This book introduces a simplified approach to web application development using the open source ASP Net Core MVC framework Readers will learn to implement web applications using the following languages and frameworks HTML JavaScript CSS Bootstrap C ASP Net and Entity Framework Core In addition this book addresses how to build a web application to create user accounts store data in a database manipulate data and how to allow controlled access to certain parts of the application functionality The author also covers both client side and server side development and the use of an object relational mapper to work with persistent data using a database Topics include models views controllers routing entity framework core identity layouts dependency injection and services model binder among others This book Introduces the development of web applications using the open source ASP Net Core MVC framework Implements web applications including HTML JavaScript CSS Bootstrap C ASP Net and Entity Framework Core Features client side development server side development and object relational mapper software

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