

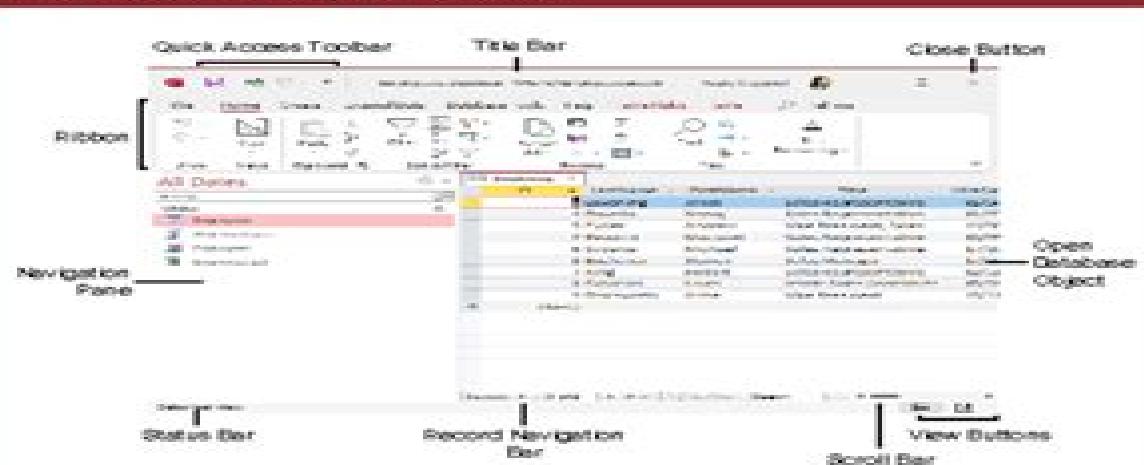


Microsoft®

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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Mortensen**

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Virginia Andersen, 1999-05-22. Access is the leading database of choice for individuals and corporations looking to manage data easily, share information over intranets and the Internet, and build faster business solutions. Complete details on every aspect of creating, customizing, and maintaining an Access database. Full coverage of Web applications, hyperlinks, Web publishing, HTML output, importing, exporting, and linking. Explains how to integrate Access with the other components of the 1 Office Suite. CD ROM contains hundreds of practice exam questions covering the material on the Access segment of the MOUS exam.

The British National Bibliography Arthur James Wells, 2009. [MCSA/MCSE: Windows 2000 Professional Study Guide](#)

Lisa Donald, 2001-07-12. Here's the book you need to prepare for Exam 70-210: Installing, Configuring, and Administering Microsoft Windows 2000 Professional. This study guide provides in-depth coverage of every exam objective, all the information you need. Practical information on installing, configuring, and administering Windows 2000 Professional. Hundreds of challenging review questions in the book and on the CD. Leading-edge exam preparation software, including a testing engine, electronic flashcards, and simulation software. Authoritative coverage of all exam objectives, including: Installing Windows 2000 Professional; Implementing and conducting administration of resources; Implementing, managing, and troubleshooting hardware, devices, and drivers; Monitoring and optimizing system performance and reliability; Configuring and troubleshooting the desktop environment; Implementing, managing, and troubleshooting

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web 1924 auf dem schulkreuzer berlin wird er zum fähnrich befördert 1926 abschluss seiner marineausbildung mit der ernennung zum leutnant 1926 1931 heydrich besucht die marinenschule ist danach bei verschiedenen nachrichtenstellen der marinestation ostsee

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