



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.

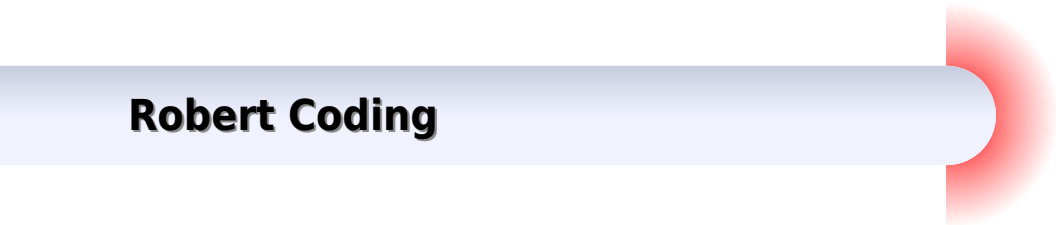


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