



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
Insert date	Ctrl + ;
Insert time	Shift + Ctrl + ;
Insert value from 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

Access Basics

Open 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 **View** 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** 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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 - The Rise of Digital Reading Microsoft Access Quick Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Quick Guide
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Microsoft Access Quick Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Quick Guide
 - Personalized Recommendations
 - Microsoft Access Quick Guide User Reviews and Ratings
 - Microsoft Access Quick Guide and Bestseller Lists
5. Accessing Microsoft Access Quick Guide Free and Paid eBooks
 - Microsoft Access Quick Guide Public Domain eBooks
 - Microsoft Access Quick Guide eBook Subscription Services
 - Microsoft Access Quick Guide Budget-Friendly Options
6. Navigating Microsoft Access Quick Guide eBook Formats

- ePub, PDF, MOBI, and More
- Microsoft Access Quick Guide Compatibility with Devices
- Microsoft Access Quick Guide Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access Quick Guide
 - Highlighting and Note-Taking Microsoft Access Quick Guide
 - Interactive Elements Microsoft Access Quick Guide
- 8. Staying Engaged with Microsoft Access Quick Guide
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access Quick Guide
- 9. Balancing eBooks and Physical Books Microsoft Access Quick Guide
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access Quick Guide
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access Quick Guide
 - Setting Reading Goals Microsoft Access Quick Guide
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access Quick Guide
 - Fact-Checking eBook Content of Microsoft Access Quick Guide
 - Distinguishing Credible Sources
- 13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
- 14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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