

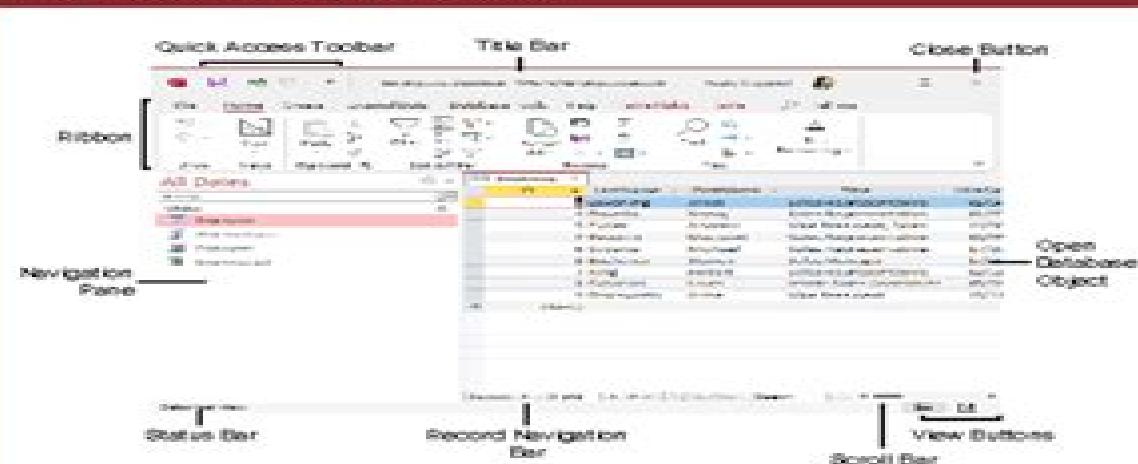


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The Access Program Screen



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 data..... | 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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Microsoft Access Programming Guide

RJ Alexander



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