

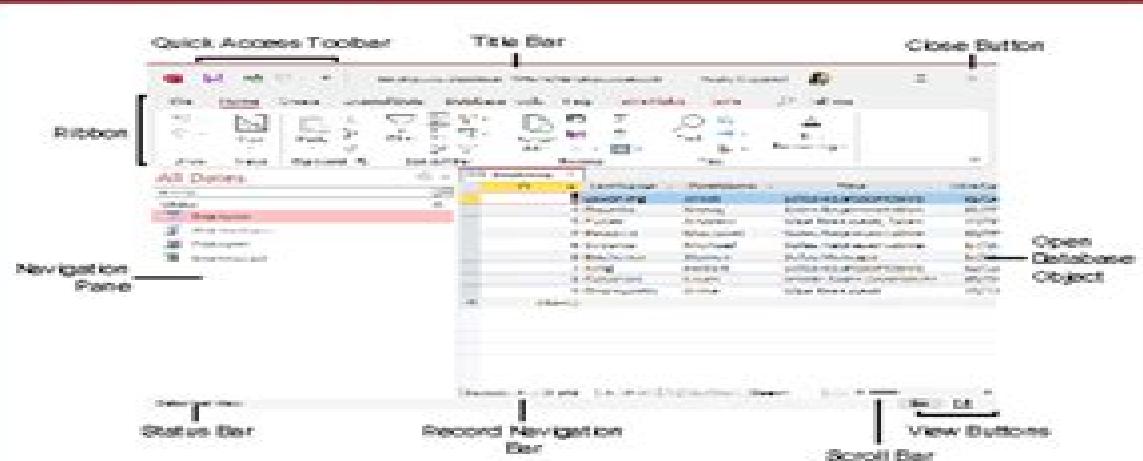


Microsoft®

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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