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The Access Program Screen

Quick Access Toolbar | Title Bar | Close Button
Ribbon
Navigation Pane
Open Database Object
Status Bar | Record Navigation Bar | Scroll Bar | View Buttons

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.

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

[Microsoft Access Guide](#)

Kevin Pitch

Microsoft Access Guide:

Microsoft Access Fundamentals Rudy LeCorps,2001 The material in this book covers everything needed to become proficient in Access In writing this guide we have been very careful to make this tutorial a generic one not based on any particular version of the application The information contained in this book covers the essence of Microsoft Access That is the topics taught are valid for all versions of the application We believe that it is in the interest of our readers to learn Access and the topics that make up the fundamentals of the application as a database software Version specific features can always be learnt while using that particular version of the application After reading this guide the reader can expect to become proficient in Access and to be in a position to create basic to advanced databases that can be used for all kinds of purposes from inventory management to sales tracking and employee productivity   *Microsoft Access Guide to Success* Kevin Pitch, Unlock the Potential of Microsoft Access Like Never Before Ever felt daunted by the vast functionalities of Microsoft Access Perhaps you re seeking an advanced guide that effortlessly transitions you from the basics to true mastery Dive deep into the intricacies of database management with this comprehensive guide which I ve meticulously designed to ensure you never feel lost thanks to step by step instructions at every juncture Embark on a Data Management Odyssey CORE FOUNDATIONS Grasp the essence of Microsoft Access from its interface and basic terminologies to what makes an exceptional database all detailed step by step TABLE TACTICS Learn strategies and insights in designing creating and optimizing database tables with clear instructions ensuring your success POWER TOOLS truly master it Whether you re a beginner or a seasoned professional this guide is your beacon to the full potential of Microsoft Access Elevate your database prowess Dive into a world where data management is not just efficient but also innovative and impressively user centric Press Buy Now and begin your guided journey in Microsoft Access today   MICROSOFT ACCESS PROGRAMMING Robert Coding,2021-04-26 55 % discount for bookstores Now At 32 99 instead of 51 13 Your customers will never stop reading this guide Microsoft MS Access is a software program you could use to keep edit and prepare massive pools of facts Not like Excel access has greater safeguards in area to prevent human mistakes You will also be capable of manage extra statistics to your organization Keep reading to find out about the alternative advantages of Microsoft Access Microsoft Access is a Database management gadget offered by Microsoft It makes use of the Microsoft Jet Database Engine and is derived as a part of the Microsoft office suite of application Microsoft Access offers the functionality of a database and the programming abilities to create easy to navigate displays It facilitates you analyze large amounts of information and manage statistics efficiently Now in this MS Access academic we are able to study the professionals advantages for using MS Access software MS Access gives a totally purposeful relational database management machine in minutes Clean to import records from a couple of sources into MS Access You may effortlessly customize access according to non public and corporation wishes Microsoft access online works properly with among the improvement languages that paintings on home windows OS It s far sturdy and bendy and it may

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