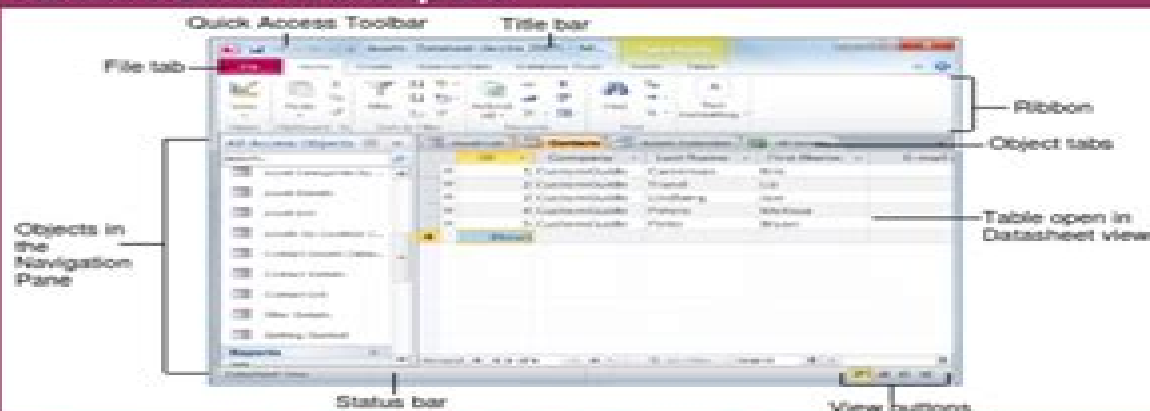


Access 2010

Cheat Sheet

Access 2010 Workspace



Keyboard Shortcuts

General

| | |
|---|-----------------------|
| Open a Database | Ctrl + O |
| Close a Database | Ctrl + W |
| Print Current View | Ctrl + P |
| Delete | Delete |
| Undo | Ctrl + Z |
| Help | F1 |
| Delete Record | Ctrl + - |
| Cancel Changes | Esc |
| Insert Date | Ctrl + ; |
| Insert Time | Shift + Ctrl + : |
| Insert Value from Same Field in Previous Record | Ctrl + ' (Apostrophe) |
| Check Spelling | F7 |
| Switch Applications | Alt + Tab |

Database Objects

Tables store related data in rows (records) and columns (fields).

Queries view, filter, calculate, change, sort, and examine the data stored in tables.

Forms are custom screens that provide an easy way to enter and view data in a table.

Reports present data from a table or query in a printed format.

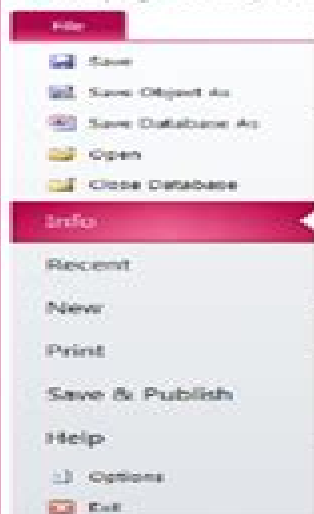
Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

Modules are groups of procedures written in Visual Basic and used to automate tasks.

- **To Open an Object:** Double-click the object in the Navigation Pane.
- **To Create a New Object:** Click the Create tab on the Ribbon and click a button for the object or wizard you want to use.
- **To Delete an Object:** Select the object and press Delete. Click Yes.

The Fundamentals

- The File tab menu and Backstage view contain commands for working with a program's files, such as Open, Save, Close, New, and Print.



- **Access 2010 introduces Web databases.** Unlike other databases, Web databases can be published to a SharePoint site and opened without Access.
- **To Create a Blank Database:** Click the File tab and select New. Click the Blank Database button and click Create.
- **To Create a Database from a Template:** Click the File tab and select New. Select the template category you wish to use, select the template, and click Create.
- **To Open an Existing Database:** Click the File tab and select Open.
- **To Repair/Compress a Database:** Click the File tab and select Info. Click the Compact & Repair Database button.
- **To Import Data from Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Import and Link group.
- **To Export Data to Another Source:** Click the External Data tab on the Ribbon and click the appropriate button in the Export group.
- **To Save a Database:** Click the File tab and select Save.
- **To Close a Database:** Click the Close button, or press Ctrl + W.

Editing

| | |
|------------|----------|
| Cut | Ctrl + X |
| Copy | Ctrl + C |
| Paste | Ctrl + V |
| Find | Ctrl + F |
| Replace | Ctrl + H |
| Select All | Ctrl + A |

Design View

| | |
|----------------------------|--------------|
| Properties | Alt + Enter |
| Open object in Design View | Ctrl + Enter |
| Save Object | Ctrl + S |

Formatting Text

| | |
|-----------|----------|
| Bold | Ctrl + B |
| Italics | Ctrl + I |
| Underline | Ctrl + U |

Navigation

| | |
|------------------------|-------------|
| Next Field | Tab |
| Previous Field | Shift + Tab |
| Next Screen | Page Down |
| Previous Screen | Page Up |
| First Record | Ctrl + ↑ |
| Last Record | Ctrl + ↓ |
| Toggle Navigation Pane | F11 |

Microsoft Access 2010 Cheat Sheet

Beezix, Inc Staff



Microsoft Access 2010 Cheat Sheet:

Microsoft Access 2010 Intermediate Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card) Beezix,2013-02-22 Laminated quick reference guide showing step by step instructions and shortcuts for how to use intermediate features of Microsoft Office Access 2013 The following topics are covered Table Design Preventing Data Entry Errors Find and Sort More Quickly With Indexing Joining Tables to Create Relationships Deleting a Table Join Preventing Orphaned Data with Referential Integrity Query Design Dynamic Criteria with Parameter Queries Examples of Complex Expressions Performing Calculations Summarizing Selected Data Form Design Adding Form Controls Modifying Form Controls Sorting Records Setting Tab Order Report Design Summarizing by Group Printing Options Page Breaks Columns Publish to Word Merging Data with a Word Document **Access 2010 For Dummies** Laurie A. Ulrich,Ken Cook,2010-04-07 A friendly step by step guide to the Microsoft Office database application Access may be the least understood and most challenging application in the Microsoft Office suite This guide is designed to help anyone who lacks experience in creating and managing a database learn to use Access 2010 quickly and easily In the classic For Dummies tradition the book provides an education in Access the interface and the architecture of a database It explains the process of building a database linking information sharing data generating reports and much more As the Microsoft Office database application Access may be the least understood and most challenging part of the Office suite Access 2010 For Dummies walks newcomers through building and using their first database Covers linking information in a database setting relationships modeling data and building tables Explores how to extract data from Access and get specific answers create forms and export data in reports A section for more experienced users looks at analyzing errors and creating an interface Fully updated for the newest version Access 2010 For Dummies gets new Access users up to speed and helps veterans get the most from the Office database application **Microsoft Access 2010 Introduction Quick Reference Guide (Cheat Sheet of Instructions, Tips and Shortcuts - Laminated Card)** Beezix, Inc Staff,2010-06-26 Laminated quick reference guide showing step by step instructions and shortcuts for how to use Microsoft Office Access 2010 This guide is suitable as a training handout or simply an easy to use reference guide for any type of user The following topics are covered Working with Database Files Defining Access Objects Adding a Record Editing Fields and Records Undoing Changes Deleting Records The Datasheet Window Quickly Sorting a Table Searching for a Record Creating a Table Primary Keys and Links Using Design View to Create or Modify a Table Creating Modifying a Query Creating Reports with a Wizard Creating and Modifying Reports Manually Printing a Report Creating Forms with a Wizard Creating and Modifying Forms Manually Working with Forms Backing Up and Compacting Database Files Customizing Access Also includes a list of Movement and Data Entry Shortcuts Smart Database Design Tips and Query Grid Criteria Examples This guide is one of two available titles for Access 2010 Access 2010 Introduction and Access 2010 Intermediate **Office 2010 For Dummies** Wallace Wang,2010-04-07 The

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Young, Joseph C. Stockman, 2010-04-09 The all in one reference to all aspects of Microsoft Access 2010 If you want to learn Microsoft Access inside and out the nine minibooks in this easy access reference are exactly what you need Read the book cover to cover or jump into any of the minibooks for the instruction and topics you need most Learn how to connect Access to SQL Server manipulate your data locally use nifty new features from Office 2010 such as the enhanced Ribbon create queries and macros like a champ and much more From the basics to advanced functions it's what you need to make Access more accessible Shows you how to store organize view analyze and share data using Microsoft Access 2010 the database application included with Microsoft Office 2010 Includes nine minibooks that cover such topics as database design tables queries forms reports macros database administration securing data programming with Visual Basic for Applications VBA and using Access with the Web Helps you build database solutions that integrate with the Web and other enterprise data sources Offers plenty of techniques tips and tricks to help you get the most out of Access This all in one guide contains everything you need to start power using Access 2010 PC World , 1995 **Microsoft Access 2021 Basic Cheat Sheet**

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Master VISUALLY Office 2003 Michael S. Toot,2005-07-22 Master Visually Microsoft Office 2003 One picture is worth a thousand words If you prefer instructions that show you how rather than tell you why then this comprehensive reference is for you Hundreds of succinctly captioned step by step screen shots reveal how to accomplish more than 350 Office 2003 tasks including Changing line and paragraph spacing Creating letters with Mail Merge Adding images to Excel or Word documents Rearranging PowerPoint slides Planning a database and filtering data Modifying the Outlook window Checking Web site navigation **Microsoft Office 2007** Robert T. Grauer,2010 The goal of the Exploring series has been to move readers beyond the point and click helping them understand the why and how behind each skill Coverage of Microsoft Word Microsoft Excel Microsoft Access Microsoft PowerPoint Windows Vista and Capstone Exercises MARKET For business professionals seeking to enhance their knowledge of Microsoft Office

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