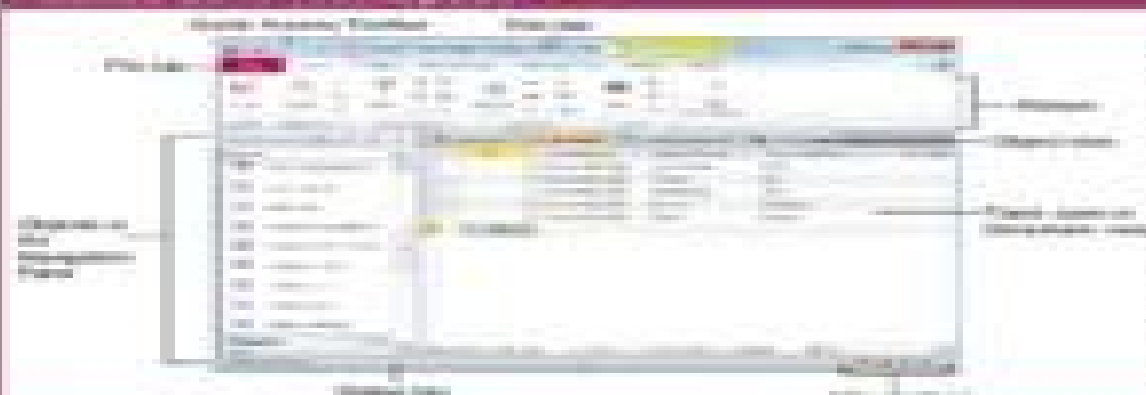


# Access 2010

## Quick Reference Card

### Access 2010 Workspace



### Playbook Shortcuts

#### General

Open a Database	Ctrl + O
Save Database	Ctrl + S
Print Database	Ctrl + P
Close	Ctrl + W
Exit	Ctrl + Q
Help	F1
Undo Recent	Ctrl + Z
Forward/Backward	Tab
Reset Date	Ctrl + ;
Reset Time	Shift + Ctrl + ;
Reset Value from Name Field in Navigation Pane	Ctrl + Shift + Spacebar
Object Sorting	F7
Custom Navigation	Alt + Tab

### Database Objects

- Tables** store information in rows (records) and columns (fields).
- Queries** allow data to be dynamically changed, sorted, and combined for easy analysis.
- Forms** are used to enter data into a table and view data in a table.
- Reports** present data in a format that is easy to read.
- Macros** automate repetitive tasks and can be used to create a custom application without coding.
- Modules** are groups of procedures written in Visual Basic, which can be used to create custom applications.
- To Open an Object:** Click the object in the Navigation Pane.
- To Close an Object:** Click the Close button on the Ribbon, or click the Close button on the object's context menu.
- To Delete an Object:** Select the object in the Navigation Pane. Click the Delete button on the Ribbon.

### The Fundamentals

- The Ribbon** is the main area for working with data. It contains tabs for working with data, creating new objects, and managing the database.
- The Navigation Pane** is the left side of the workspace. It contains a tree view of the database objects.
- The Database Window** is the main area for working with data. It contains a list of the database objects.
- The Ribbon** is the main area for working with data. It contains tabs for working with data, creating new objects, and managing the database.
- The Navigation Pane** is the left side of the workspace. It contains a tree view of the database objects.
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#### Working

Copy	Ctrl + C
Paste	Ctrl + V
Print	Ctrl + P
Close	Ctrl + W
Exit	Ctrl + Q

#### Design View

Properties	Alt + Enter
Open Object in Design View	Ctrl + D
Save Object	Ctrl + S

#### Formatting Tools

Font	Ctrl + B
Align	Ctrl + L
Color	Ctrl + C

#### Navigation Tools

Next Field	Tab
Previous Field	Shift + Tab
Next Record	Page Down
Previous Record	Page Up
First Record	Ctrl + ;
Last Record	Ctrl + Shift + ;
Toggle Navigation Pane	F10

# Microsoft Access 2010 Quick Check

**Christian Drosten**



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