



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.	<b>Ctrl + N</b>
Open a database.	<b>Ctrl + O</b>
Close a database.	<b>Ctrl + W</b>
Close Access.	<b>Alt + F4</b>
Print current view.	<b>Ctrl + P</b>
Help.	<b>F1</b>
Delete record.	<b>Ctrl + .</b>
Cancel changes.	<b>Esc</b>
Insert date.	<b>Ctrl + ;</b>
Insert time.	<b>Shift + Ctrl + ;</b>
Insert value (one same field in previous position).	<b>Ctrl + .</b>
Spell check.	<b>F7</b>
Switch applications.	<b>Alt + Tab</b>

#### Navigation

Move between query or table rows.	<b>↑, ↓</b>
Move between query or table columns.	<b>←, →</b>
Next field.	<b>Tab</b>
Previous field.	<b>Shift + Tab</b>
Next screen.	<b>Page Down</b>
Previous screen.	<b>Page Up</b>
First record.	<b>Ctrl + ↑</b>
Last record.	<b>Ctrl + ↓</b>
Go to a specific record.	<b>F5</b>
Toggle Navigation Pane.	<b>F11</b>

#### Editing

Cut.	<b>Ctrl + X</b>
Copy.	<b>Ctrl + C</b>
Paste.	<b>Ctrl + V</b>
Undo.	<b>Ctrl + Z</b>
Redo.	<b>Ctrl + Y</b>
Find.	<b>Ctrl + F</b>
Replace.	<b>Ctrl + H</b>

#### Design View

View properties.	<b>Alt + Enter</b>
Open object in Design View.	<b>Ctrl + Enter</b>
Save object.	<b>Ctrl + S</b>
Switch to Form view.	<b>F5</b>



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**Paul McFedries**

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## **Table of Contents Microsoft Access Study Guide**

1. Understanding the eBook Microsoft Access Study Guide
  - The Rise of Digital Reading Microsoft Access Study Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Study Guide
  - Exploring Different Genres
  - Considering Fiction vs. Non-Fiction
  - Determining Your Reading Goals
3. Choosing the Right eBook Platform
  - Popular eBook Platforms
  - Features to Look for in an Microsoft Access Study Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Study Guide
  - Personalized Recommendations
  - Microsoft Access Study Guide User Reviews and Ratings
  - Microsoft Access Study Guide and Bestseller Lists

5. Accessing Microsoft Access Study Guide Free and Paid eBooks
  - Microsoft Access Study Guide Public Domain eBooks
  - Microsoft Access Study Guide eBook Subscription Services
  - Microsoft Access Study Guide Budget-Friendly Options
6. Navigating Microsoft Access Study Guide eBook Formats
  - ePUB, PDF, MOBI, and More
  - Microsoft Access Study Guide Compatibility with Devices
  - Microsoft Access Study Guide Enhanced eBook Features
7. Enhancing Your Reading Experience
  - Adjustable Fonts and Text Sizes of Microsoft Access Study Guide
  - Highlighting and Note-Taking Microsoft Access Study Guide
  - Interactive Elements Microsoft Access Study Guide
8. Staying Engaged with Microsoft Access Study Guide
  - Joining Online Reading Communities
  - Participating in Virtual Book Clubs
  - Following Authors and Publishers Microsoft Access Study Guide
9. Balancing eBooks and Physical Books Microsoft Access Study Guide
  - Benefits of a Digital Library
  - Creating a Diverse Reading Collection Microsoft Access Study Guide
10. Overcoming Reading Challenges
  - Dealing with Digital Eye Strain
  - Minimizing Distractions
  - Managing Screen Time
11. Cultivating a Reading Routine Microsoft Access Study Guide
  - Setting Reading Goals Microsoft Access Study Guide
  - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Microsoft Access Study Guide
  - Fact-Checking eBook Content of Microsoft Access Study Guide
  - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
- Exploring Educational eBooks

14. Embracing eBook Trends

- Integration of Multimedia Elements
- Interactive and Gamified eBooks

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