

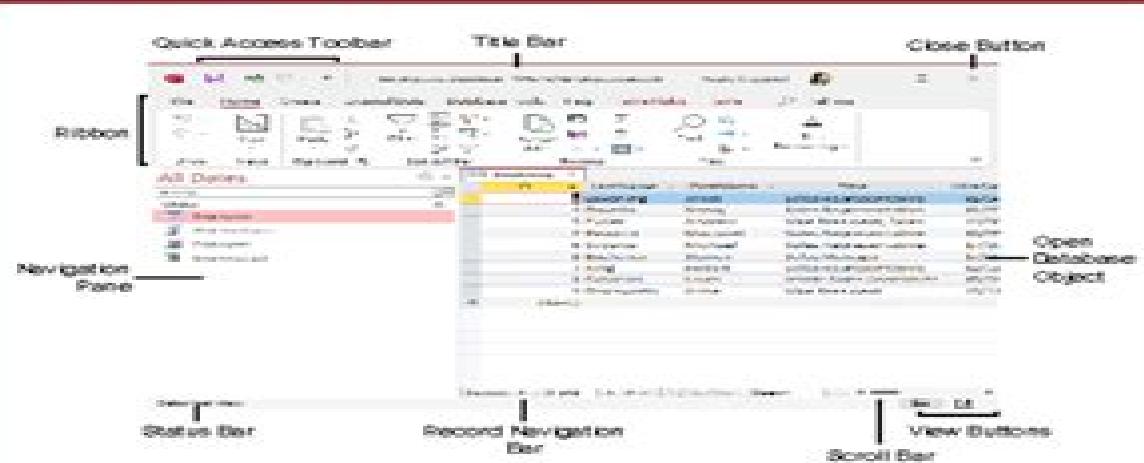


Microsoft®

# 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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*Alison Balter's Mastering Microsoft Access 2000 Development* Alison Balter, 1999 What Alison's book offers over most or all of the other books on the market is that Alison is able to take a highly technical topic and present it in a manner that is easy to comprehend It is a book that the reader will often want to read from cover to cover but it can also act as an excellent reference The CD includes all source code from the book sample databases and complete applications

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