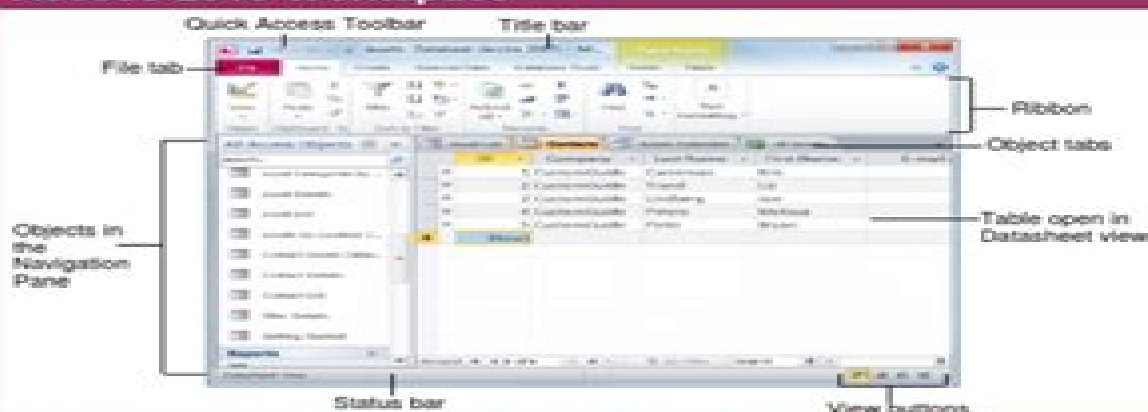


Access 2010

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.

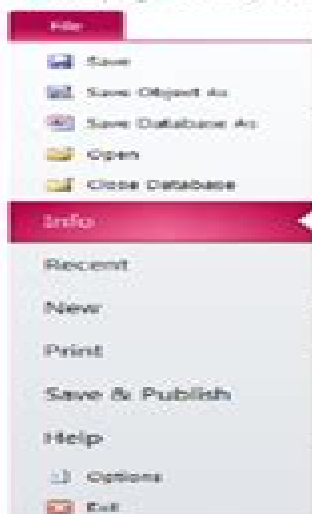
Macros automate common tasks and can be run by clicking a button or pressing a shortcut key.

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.



- **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

Hussin A.Rothana



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Table of Contents Microsoft Access 2010 Cheat Sheet

1. Understanding the eBook Microsoft Access 2010 Cheat Sheet
 - The Rise of Digital Reading Microsoft Access 2010 Cheat Sheet
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access 2010 Cheat Sheet
 - 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 2010 Cheat Sheet
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access 2010 Cheat Sheet
 - Personalized Recommendations
 - Microsoft Access 2010 Cheat Sheet User Reviews and Ratings

- Microsoft Access 2010 Cheat Sheet and Bestseller Lists
- 5. Accessing Microsoft Access 2010 Cheat Sheet Free and Paid eBooks
 - Microsoft Access 2010 Cheat Sheet Public Domain eBooks
 - Microsoft Access 2010 Cheat Sheet eBook Subscription Services
 - Microsoft Access 2010 Cheat Sheet Budget-Friendly Options
- 6. Navigating Microsoft Access 2010 Cheat Sheet eBook Formats
 - ePub, PDF, MOBI, and More
 - Microsoft Access 2010 Cheat Sheet Compatibility with Devices
 - Microsoft Access 2010 Cheat Sheet Enhanced eBook Features
- 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Microsoft Access 2010 Cheat Sheet
 - Highlighting and Note-Taking Microsoft Access 2010 Cheat Sheet
 - Interactive Elements Microsoft Access 2010 Cheat Sheet
- 8. Staying Engaged with Microsoft Access 2010 Cheat Sheet
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Microsoft Access 2010 Cheat Sheet
- 9. Balancing eBooks and Physical Books Microsoft Access 2010 Cheat Sheet
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Microsoft Access 2010 Cheat Sheet
- 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
- 11. Cultivating a Reading Routine Microsoft Access 2010 Cheat Sheet
 - Setting Reading Goals Microsoft Access 2010 Cheat Sheet
 - Carving Out Dedicated Reading Time
- 12. Sourcing Reliable Information of Microsoft Access 2010 Cheat Sheet
 - Fact-Checking eBook Content of Microsoft Access 2010 Cheat Sheet
 - 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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