

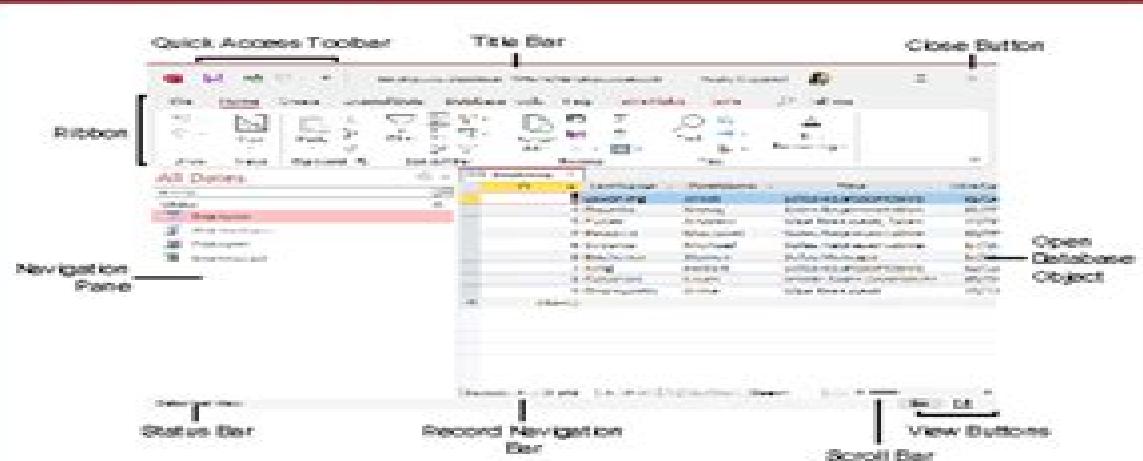


Microsoft®

# 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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***Microsoft's 80386/80486***

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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

*Introduction to the Development of Web Applications Using ASP .Net (Core) MVC* Razvan Alexandru Mezei, 2023-07-01 This book introduces a simplified approach to web application development using the open source ASP Net Core MVC framework Readers will learn to implement web applications using the following languages and frameworks HTML JavaScript CSS Bootstrap C ASP Net and Entity Framework Core In addition this book addresses how to build a web application to create user accounts store data in a database manipulate data and how to allow controlled access to certain parts of the application functionality The author also covers both client side and server side development and the use of an object relational mapper to work with persistent data using a database Topics include models views controllers routing entity framework core identity layouts dependency injection and services model binder among others This book Introduces the development of web applications using the open source ASP Net Core MVC framework Implements web applications including HTML JavaScript CSS Bootstrap C ASP Net and Entity Framework Core Features client side development server side development and object relational mapper software

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

1. Understanding the eBook Microsoft Access Programming Guide
  - The Rise of Digital Reading Microsoft Access Programming Guide
  - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Programming 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 Programming Guide
  - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Programming Guide
  - Personalized Recommendations
  - Microsoft Access Programming Guide User Reviews and Ratings
  - Microsoft Access Programming Guide and Bestseller Lists
5. Accessing Microsoft Access Programming Guide Free and Paid eBooks

- Microsoft Access Programming Guide Public Domain eBooks
- Microsoft Access Programming Guide eBook Subscription Services
- Microsoft Access Programming Guide Budget-Friendly Options

6. Navigating Microsoft Access Programming Guide eBook Formats

- ePUB, PDF, MOBI, and More
- Microsoft Access Programming Guide Compatibility with Devices
- Microsoft Access Programming Guide Enhanced eBook Features

7. Enhancing Your Reading Experience

- Adjustable Fonts and Text Sizes of Microsoft Access Programming Guide
- Highlighting and Note-Taking Microsoft Access Programming Guide
- Interactive Elements Microsoft Access Programming Guide

8. Staying Engaged with Microsoft Access Programming Guide

- Joining Online Reading Communities
- Participating in Virtual Book Clubs
- Following Authors and Publishers Microsoft Access Programming Guide

9. Balancing eBooks and Physical Books Microsoft Access Programming Guide

- Benefits of a Digital Library
- Creating a Diverse Reading Collection Microsoft Access Programming Guide

10. Overcoming Reading Challenges

- Dealing with Digital Eye Strain
- Minimizing Distractions
- Managing Screen Time

11. Cultivating a Reading Routine Microsoft Access Programming Guide

- Setting Reading Goals Microsoft Access Programming Guide
- Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Microsoft Access Programming Guide

- Fact-Checking eBook Content of Microsoft Access Programming 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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