

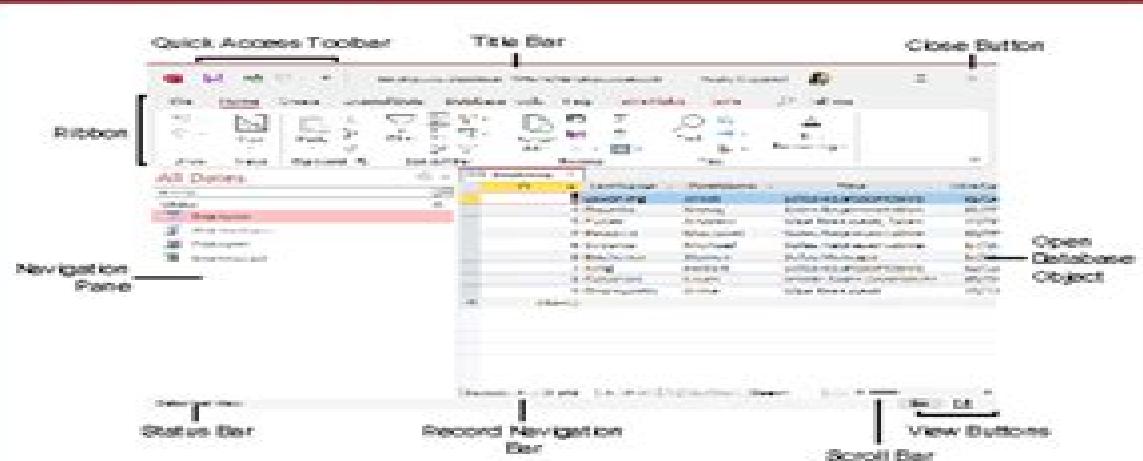


Microsoft®

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

Navigation

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

Editing

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

Design View

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



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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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