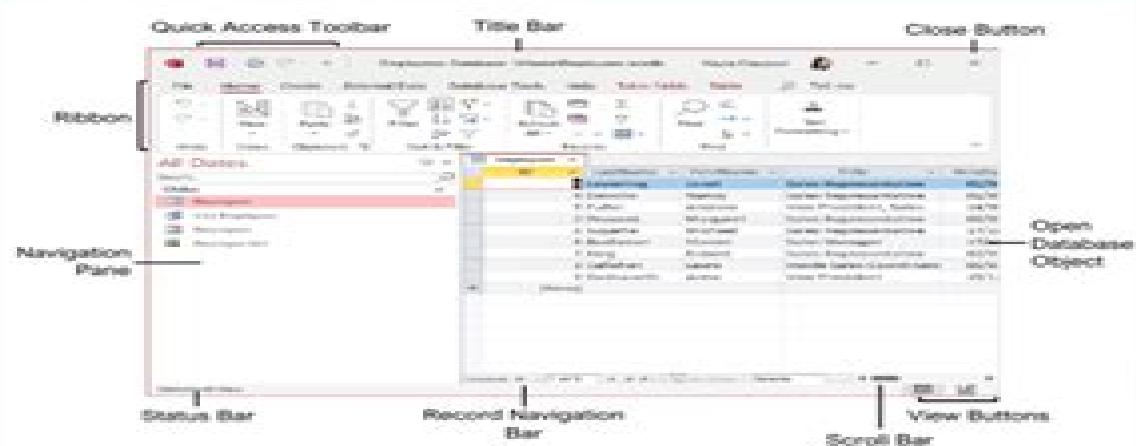


The Access Program Screen



Access Basics

Open 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 **View**  button list 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**.

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 from 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 + T
Last record	Ctrl + L
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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built in Access object library using Access commands and executing them from any Access toolbar What you need to know to design your own classes implement common APIs in your code and use SQL to access data How to configure custom menus for your Access database applications Ways to transfer information between Access and Excel Word Outlook and other Office programs How to show or hide entire sections of reports based on data entered on a form or hide form fields based on database login information Object models you can use when writing VBA code in Access and a list of common API functions to use in your code Who is this book for This book is a comprehensive resource for Access users and VBA developers who want to increase the power of Access using VBA In addition to experience with VBA you should have read at least one tutorial covering VBA for Access

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Table of Contents Microsoft Access Reference Guide

1. Understanding the eBook Microsoft Access Reference Guide
 - The Rise of Digital Reading Microsoft Access Reference Guide
 - Advantages of eBooks Over Traditional Books
2. Identifying Microsoft Access Reference 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 Reference Guide
 - User-Friendly Interface
4. Exploring eBook Recommendations from Microsoft Access Reference Guide

- Personalized Recommendations
- Microsoft Access Reference Guide User Reviews and Ratings
- Microsoft Access Reference Guide and Bestseller Lists

5. Accessing Microsoft Access Reference Guide Free and Paid eBooks

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

6. Navigating Microsoft Access Reference Guide eBook Formats

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

7. Enhancing Your Reading Experience

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

8. Staying Engaged with Microsoft Access Reference Guide

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

9. Balancing eBooks and Physical Books Microsoft Access Reference Guide

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

10. Overcoming Reading Challenges

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

11. Cultivating a Reading Routine Microsoft Access Reference Guide

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

12. Sourcing Reliable Information of Microsoft Access Reference Guide

- Fact-Checking eBook Content of Microsoft Access Reference 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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